



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

## **SHRI GAJANAN MAHARAJ SHIKSHAN PRASARAK MANDAL'S SHARADCHANDRA PAWAR COLLEGE OF PHARMACY**

AT DUMBARWADI POST KHAMUNDI TAL JUNNAR NAGAR KALYAN  
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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Shri Gajanan Maharaj Shikshan Prasarak Mandal's Sharadchandra Pawar College of Pharmacy, Otur Pune established in the year of 2004. College is housed in a spacious building of about 70,000 sq. feet constructed area amongst the lush green in the beauty of Sahyadri hill ranges. Aim of institution is to foster the pharmacy education in the rural area supporting healthcare system by blooming competent and budding pharmacists. Institute offers under graduate and post graduate pharmacy courses with permanent affiliation to Savitribai Phule Pune University and recognized by statutory regulatory bodies like, All India Council for Technical Education, Pharmacy Council of India and Government of Maharashtra. We are in pipeline to receive 2 (f) and 12 (B) recognition from UGC. College is ISO certified 9001:2015. Our institution have premium experienced faculty having expertise in research with around more than 237 research publications, 02 Indian Patents and number of books authored. Five faculties are with Ph.D. degree. We have organized and attended different conferences, workshops, seminars, guest lectures and industry expert talks. Institute is running peer reviewed national journal with involvement of teachers as editors.

Institute providing updated pharmacy knowledge to the students through innovative teaching and learning techniques giving more emphases on the students centric development of curricular, co-curricular and extra-curricular activities among the students. Periodically students received hands on training on various sophisticated instruments. Industrial training and industrial visits are being arranged to the students regularly.

Students are representing at different levels of NSS, Students Council, Student welfare, Women Development and Internal Complaints Committee, Anti-ragging and Sexual Harassment Cell, Alumina Association. Feedback system in relation with the teachers, students, institutional facilities and curriculum along with mentor - mentee system is being conducted periodically. Students are imbibing with the various soft skills, English communication enhancement, personality development and interview techniques programs.

The institution is equipped with modernized infrastructure, spacious laboratories, digital classroom, Wi-Fi, Computer laboratory, informative and decorative corridor and Environment friendly campus. The library houses over more than 7000 books from different subject's areas and rare books, diverse national and international journals subscription, e-books, CD's and K-HUB digital library.

### **Vision**

To develop a center for academic excellence and get recognized globally in the field of value-added based pharmaceutical education building competent pharmacist imparting quality pharmacy education to them.

### **Mission**

To ensure achieving of the potential and growing needs of higher technical education, inspiring pharmacy students from both rural and urban areas with updated technologies, methodologies, well acquainted knowledge and training skill-sets, serving needs of pharmacy discipline and society in future.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### **Institutional Strength**

Supportive and Proactive management providing favorable intellectual and healthy working environment.

### **Approval: -**

Institute approved by Government of Maharashtra, AICTE, PCI, affiliated to SPPU, UG(permanent affiliation) suppose to receive UGC 2(f) and 12 (B).

### **Faculty: -**

Institute has well qualified and experienced faculty with sound academic and industrial knowledge. Active involvement of Faculty members in different types of research activities has received research grants of approx Rs. 13,90000.00 lakhs published more than 237 research papers in reputed national and international journals and two Indian Patents.

### **Student support:-**

Mentoring system, Ragging free campus. Curricular and Extra Curricular activities like, Industrial visit, Environmental field visit, annual fest, best outgoing students, pharma week celebration. Special guidance regarding higher education, career counseling and job opportunities. Promoting students to participate at National quiz and debate competition, poster presentation and AVISHKAR for their overall development.

### **Quality Education and Research:-**

The institute has two PG programs in pharmaceuticals and pharmaceutical quality assurance affiliated to savitribai phule Pune University. It has helped our rural students to upgrade their educational and industrial knowledge competent to pharma profession. It has also encourage our UG students to inculcate the research activity in their minds.

### **Infrastructure:-**

Centrally located campus with good and easy access to the metro city like, Mumbai, Pune, Nashik, Ahmednagar. The institute has spacious and well ventilated ICT enabled classrooms and laboratories equipped with sophisticated instruments. Well-equipped computer laboratory, LAN facilities, 32Mbps band width. In house library with rich collection of text books, reference books, rare books, e- resources, digital library, internet and LAN facility. Institute have demarcated medicinal plants garden and CPCSEA registered animal house.

### **Faculty Development and Improvement Initiatives:-**

Institute promote faculty to organized and attained seminars workshops, conferences, guest lectures, orientation program, QIP, FDP, Research Training Programs to update their knowledge in timely manner.

### **Training and Placement Cell:-**

With the aim to bridge the gap between industry and institute conducts mock interviews, MOUs signed with different organization to arrange guest lecturers regarding personality development and interview techniques as well as conduct of in - campus and off campus interviews for our students.

### **Institutional Weakness**

- College is located in a rural area
- Hurdles to arrange campus interview due to lack of industrial zone within periphery.
- Lack of grants from central funding agencies for research activity
- Very few students opted for entrepreneurship as a career
- Faculties have authored very few number of books
- Less no of Patent filled

### **Institutional Opportunity**

- Encourage the academic collaboration with the industry and institution.
- We promote the students to attained the soft skill development and entrepreneurship program.
- Staff members are being encouraged to attend faculty development program, and Quality improvement program.
- To support staff to write research proposal for funding from different agencies like AICTE, DBT, DST etc.
- Augmentation of learning resources
- Encouragement of students to attend add on courses.

### **Institutional Challenge**

- Semester pattern syllabus and examination system makes constraints in syllabus completion in time.
- Shortage of PG admissions due to mushrooming of colleges.
- Demand of pharma industry with skilled and trained pharma graduates rather fresher.
- Gradual deterioration of quality of enrolled students day by day.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The institute follows curriculum designed and prescribed by Savitribai Phule University (SPPU), Pune in accordance with the present need of society and pharma industry. Academic advisory cell ensures delivery of effective, systematic and well planned curriculum adherence to the academic calendar and teaching plan. The academic monitoring committee provides set of guideline regarding implementation and timely completion of syllabus in respective academic year. smooth and hassle free conduct of academic hours by means of appropriate system. Faculty members of the institute involve and participate actively in conduct of syllabus framing and syllabus orientation programs under the SPPU strengthening the program curriculum with current

demands.

Prof. Dr. Ganesh Yogiraj Dama acted as a chairman of Board of Studies of Pharmacognosy department of SPPU and effectively implemented suggestion from faculties and related stakeholders. Almost of the faculty members are engaged in university assignments including local Inquiry committee, staff selection committee, central assessment procedure, subject experts, referees in the evaluation of AVISHKAR and national international level scientific presentation.

Choice based credit system introduced by the university and faculties have taken efforts to use them effectively to upgrade the students performances. Our institute has signed MOU's with the hospitals, pharma industries and research centers with the aim to enrich the knowledge of students and teachers. Apart from academic periodically various awareness programs are regularly undertaken at different levels of society considering human values, human ethics, environment sustainability, gender equality. Under NSS unit we are organizing various social activities including gram swatchata abhiyan, road safety, alcohol abuse, drug addiction, AIDS awareness, health checkup camp and self medication awareness. So as to improve employability skills among students various programs organized like, soft skill development, English language and communication enhancement, career guidance, entrepreneurship development, Job opportunities, competitive examinations and higher education studies. Robust feedback mechanism in various aspects of students, teachers, management, institutional facilities, internal and external stakeholders on timely basis monitors and communicate the suggestions at the higher officials to enable and upgrade the smooth functioning of curriculum.

### **Teaching-learning and Evaluation**

Sharadchandra Pawar College of Pharmacy (SPCOP) follows centralized admission process as per director of technical education and ensures transparency in the admission process made through MH- CET conducted by DTE, Mumbai. Well defined percentage of seats for general and reserved categories are maintained as per norms. Advertisement is released in daily newspaper for the seats vacant for the institutional quota done on the merit basis. Our institute adopts student centric teaching learning process using various teaching learning strategies like ICT tools for better understanding of the students. Collaborative learning interactive learning, learning beyond syllabus by the conduct of various co curricular activities viz., guest lectures, workshop, in-house projects, hands on training program, field visits and industrial training. The teaching staff at the college is highly qualified, well experienced and Ph.D. holders from different universities adheres to the course outcomes (CO's) of respective courses. All teachers prepares teaching plan well in advance and accomplishment of curriculum in stipulated time.

On the basis of feedback system and mentor : mentee system performance of teachers and students is being evaluated at the end of every semester. Continuous mode assessment with respect to individual course is varied to test the students knowledge and understanding the problem solving ability through practical oriented questionnaire. Students grievances in relation to the teaching learning process is solved by the academic and examination department of SPCOP.

The institute encourage teachers and students providing appreciation, awards, rewards, felicitation for academic excellence and better academic results along with extra achievements in co curricular and extracurricular activates. Within semester assessment includes continuous mode evaluation, sessional examination and external examination.

## Research, Innovations and Extension

Research and Development cell of the institution monitors and address the research activities. Major achievements within institute from the research undertaken in multidisciplinary areas mentioned below:

- Research grants obtained of Rs. 13,90000/- from Board of College and University Development, SPPU, Pune.
- Filed two Indian Patents on thrust areas
- Teachers have published more than 237 research papers in various national and international journals.
- Organized and attended more than 50 workshop, conferences and seminars.
- Faculty have authored two books with publishers of repute.
- In accordance to the demand of pharma R & D some of our PG students undertake their research projects at various pharmaceutical industries.
- MOU has been signed between BioEra Life Sciences Pvt. Ltd, Pune and KLE Academy of Higher Education and Research, Belagavi in accordance to provide the updated knowledge of research and training on sophisticated instruments to the students and teachers.

## Infrastructure and Learning Resources

In accordance to meet the standers of higher education and regulatory requirements of statutory bodies like, AICTE, PCI, DTE and University the institution has provided and maintained adequate infrastructural facilities viz. classrooms, laboratories, computers, library, tutorial room, seminar hall, board room, IQAC cell, common rooms, sick room. Effective teaching learning is implemented with use of audio visuals and ICT enabled classrooms. Individual department heads and teachers have been provided with the separate cabin with attached computers and internet facilities. Operational laboratories are equipped with adequate number of chemicals and glassware and sophisticated equipment for meeting the prescribed practical syllabus by SPPU. Central instrument laboratory is provided with the HPLC, FTIR, UV Visible spectrophotometer, Dissolution test apparatus, Rota evaporator, Brookfield Viscometer. Microbiology laboratory is connected with the aseptic room provided laminar air flow. Institute has Animal house with maintained pre requisite as per CPSEA guidelines. Medicinal plant garden is maintained within institute campus with adequate number of medicinal plants and care taken by the gardener. Appropriate fire extinguisher of A B C class are also installed in all the laboratories chemical store room, library office and corridor of the building. Separate AMCs are there for the maintenance of sophisticated instrument, health and hytiene, IT Facilities and various infrastructure facilities. Library facilities is been empowered with the learning process with the provision of vast number of books, digital library, audio visuals CDs, E-books, subscribed national and international journals, magazine, newsletter and periodicals. Stakeholders of the college are registered user of national knowledge network through access to national digital library. Internet, LAN and IT facilities are secured and controlled by the IT department. The institute campus is safe and secured with the CCTV camera on every corridor and especially provision to the examination strong room connected to SPPU.

## Student Support and Progression

Every necessary effort are being taken by the institute to provide students centric support through student council, continuous feedback mechanism, mentor: mentee system, students guardian teachers, face to face personalized counseling leading to overall personality development of the students. Additional support is

provided to the economically weaker students with provision to pay fees in installments, scholarships, free ships and GPAT stipend as per government norms to cater their educational needs. Institute promotes the students with regular updating of circular of government, non-government schemes and scholarship from NGO's Leela Poonawala foundation. Apart from regular curriculum students are provided with the career counseling, personality development, soft skill enrichment, English language communication, higher education studies and entrepreneurship development. Personalized counselors Yoga, brain storming session are being organized. Students are encouraged attending the seminars, workshops, conferences, Pharma Expo Model competition, poster presentation, debates, quizzes, sports tournaments. Regularly students are being visited to the pharma industry, field visits. Successful entrepreneur and industry experts from our alumina are being called to deliver guest lectures to present students for motivation and encouragement. We have registered alumina association to interact with the present and pass out students for fruitful output like career and employment. Institute have well established student grievance redressal cell, Anti-ragging committee, internal complaints committee, women development cell (ICC), to monitor the students problems and resolution of the same within time through proper channel. Parent meet is being organized within institute so as to seek the suggestion from the parents of the present and passed out students. Students are encouraged to represent our institute by their involvement in various extracurricular activities like, AVISHKAR, Poster presentation, Pharma rally, sports tournaments. Institute has maintained students link book with comprising of students detail information that help us to remain in touch with the pharma graduates. Annual pharma week is being celebrated. Student's achiever throughout year are being felicitated and awarded to promote their enthusiasm. Panel of academic advisory committee and examination department jointly evaluate and decides the best outgoing students from UG and PG based on their academic and extracurricular credentials. NSS unit conduct various program.

### **Governance, Leadership and Management**

Institute vision and mission is framed with participative inputs from the internal and external stakeholders of the institution including management, industry and academic experts, alumina and parents. Program Educational Objectives (PEO) adheres to the regular working and activities of the curriculum. Various governing committees like, Governing Body (GB), Local Management Committee (LMC), College Development Committee (CDC), Internal Quality Assurance Cell (IQAC), Building and Finance Committee, Purchase Committee that governs and lead the institution. Decentralization and hierarchical management, conducive atmosphere retention of well experience teaching staff help us to achieve the vision and to move ahead grabbing mission and goals. Senior faculties are also appointed by the university as chairman, members of local inspection committee, board of studies, staff selection committee, research and review committee and member of faculty. Staff welfares schemes available are provident fund, employee insurance scheme. Performance appraisal and semester feedback mechanism, result analysis helps to provide insight into the overall performance of the teaching and non-teaching staff. Best performance and academic excellence of the teachers are being felicitated, appreciated and awarded at the end of every academic year to promote their professional skills. Allocation and utilization of budget in the every academic year and its audited statement ensures the optimum utilization of the budget.

### **Institutional Values and Best Practices**

Since from last 15 years institute has framed its own identity to develop and inculcate institutional values and accepted time tested practice by providing pharmacy knowledge to the students and serving the society.

The institute has different facilities like safety, security, separate boys and girls common room equipped with sanitary pad dispensing machine with incinerator and lockers, counseling session for gender equity and sensitivity. Availability of first aid and sick room for primary care with appropriate necessity. Institute have separate ramp, wheelchair and walker for physically challenged stakeholders.

The institute developed the system for Solid, liquid, biological, plastic, and e-waste management through signed AMCs. All the students are exposed to short movies, audio visuals, documentary of solid waste management, gender sensitization to increase the awareness amongst students. Institute have pedestrian friendly roads, in built rain water harvesting system. Institute celebrates the no vehicle day to promote our faculties and students to use public transport facilities.

Institute organized various program to maintain our keenness towards society though NSS cell like, health check up camp, road safety abhiyan, swatch bharat abhiyan, tree plantation, street plays and rallies.

Institute inculcate the human values and motivate students to ethical practice by celebrating various events like, birth anniversary of national leaders, national day to cultivate students with nationalism, ethical behavior moral values and human rights.

Institutes through industry institute interaction creates an opportunities for students by organizing the regular seminars, guest lectures by industry experts to fulfill the industrial expectations.

The institute has started one of the best practice to conduct weekly GPAT practice exam for the final year students on targeted syllabus. Institute have decentralize administration system with preplanned working environment at every stage of curriculum. It has helped to improve the faculty participation in decision making, resolution of problem and accountability. Institute established Internal Quality Assurance Cell and College Development Committee comprising of management, principal, students and staff and related stakeholders. Participations of students promote the leadership skills and encourage friendly conducive and healthy fearless environment. Institute committed to promote pharmacy education through highly proven holistic, academic and research atmosphere.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHRI GAJANAN MAHARAJ SHIKSHAN PRASARAK MANDAL'S SHARADCHANDRA PAWAR COLLEGE OF PHARMACY
Address	At Dumbarwadi Post Khamundi Tal Junnar Nagar Kalyan National Highway 61 Dist Pune
City	OTUR PUNE
State	Maharashtra
Pin	410504
Website	<a href="http://www.spcop.in">www.spcop.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Dama Ganesh Yogiraj	02132-265729	9860971334	02132-239230	principalspcop2004@gmail.com
Associate Professor	Joshi Sumit Ashok	02132-264333	7875526666	02132-264925	sumit.ajoshi87@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college		26-06-2004		
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Maharashtra	Savitribai Phule Pune University	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
AICTE	<a href="#">View Document</a>	10-05-2019	12	Approved by AICTE
PCI	<a href="#">View Document</a>	10-07-2019	12	Approved by PCI

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	At Dumbarwadi Post Khamundi Tal Junnar Nagar Kalyan National Highway 61 Dist Pune	Rural	5	5669

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BPharm, Pharmacy	48	HSC Science and D Pharm MHTCET Compulsory	English	60	55
PG	MPharm, Pharmacy	24	B Pharm GPAT Non Zero Score	English	15	7
PG	MPharm, Pharmacy	24	B Pharm GPAT Non Zero Score	English	15	1

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	3				6				15			
Recruited	1	0	0	1	4	0	0	4	5	6	0	11
Yet to Recruit	2				2				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government			12	
Recruited	9	3	0	12
Yet to Recruit			0	
Sanctioned by the Management/Society or Other Authorized Bodies			0	
Recruited	0	0	0	0
Yet to Recruit			0	

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				7
Recruited	1	6	0	7
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

#### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	4	0	0	0	0	0	5
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	5	0	10

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	3		4		7

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Diploma	Male	36	0	0	0	36
	Female	24	0	0	0	24
	Others	0	0	0	0	0
UG	Male	18	0	0	0	18
	Female	37	0	0	0	37
	Others	0	0	0	0	0
PG	Male	3	0	0	0	3
	Female	5	0	0	0	5
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	6	5	5	6
	Female	11	8	6	3
	Others	0	0	0	0
ST	Male	2	1	1	3
	Female	2	2	1	2
	Others	0	0	0	0
OBC	Male	43	38	29	24
	Female	41	46	42	36
	Others	0	0	0	0
General	Male	72	73	76	79
	Female	84	83	94	97
	Others	0	0	0	0
Others	Male	14	14	10	7
	Female	13	8	13	10
	Others	0	0	0	0
<b>Total</b>		<b>288</b>	<b>278</b>	<b>277</b>	<b>267</b>



## Extended Profile

### 1 Program

#### 1.1

Number of courses offered by the institution across all programs during the last five years

Response: 75

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### 1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	3	3	3

### 2 Students

#### 2.1

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
288	278	277	267	234

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### 2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
72	72	72	72	72

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3

### Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
82	72	89	44	55
File Description		Document		
Institutional Data in Prescribed Format		<a href="#">View Document</a>		

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
16	16	16	17	14
File Description		Document		
Institutional Data in Prescribed Format		<a href="#">View Document</a>		

### 3.2

#### Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
25	25	25	25	25
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

Response: 7

### 4.2

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
82.32	70.67	68.40	46.42	54.68

### 4.3

#### Number of computers

Response: 45

NAAC

## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

###### Response:

The institute is being affiliated to Savitribai Phule Pune University (SPPU), following curricular framework and structure prescribed by the University in the aspect of tenure, content, delivery, evaluation and certification of the program. At present different patterns of the syllabus like 2015, 2018 and 2019 are being followed by the institution. Reviewing and restructuring of the syllabus content and curriculum by the University authorities at regular interval by maintaining minimum requirements, standards and quality of education as per the norms of statutory bodies like PCI and AICTE. Updating and revision of syllabus content and curriculum structure is being carried by means of syllabus orientation workshops. Critical evaluation and suggestions of members of Board of Studies (BOS) and subject experts of respective course are being considered during syllabus framing workshops. Components of program committee formed as per PCI regulations and members of academic advisory committee are involving actively in designing of academic time table taking into consideration inputs provided by the teachers of respective subjects.

Academic calendar is being framed by the academic advisory committee containing probable list of activities like tenure of academic terms, holidays, period of examination (Internal & External), co-curricular & extra-curricular activities, mentoring sessions, important instructions to the students and modalities of examination of respective course. Teaching plan for theory and practical as well as schedule plan for the conduct of continuous assessment is being prepared at the start of academic term by the respective faculty and it is filed in the course file. Subject teachers calculate the cumulative attendance of the individual student on monthly basis for individual subjects. Academic department asks for the syllabus completion details and sessional syllabus display records from every faculty well in advance before conduct of sessional examinations and it is filed under respective files. Examination department asks for the handwritten sessional theory question paper from individual teacher and it is being checked by the examination department, verified by academic department and further approved by the Principal to become ready for print. Academic advisory committee monitors the total number of theory and practical hours completed and syllabus covered under individual subject and prepare plan for the additional lectures and practical to be conducted. Respective laboratory in charge maintain the various documents like chemical indent book, laboratory job book, laboratory manual, chemicals and glassware issue register, chemicals and glassware requisition and demand records, daily chemicals and glassware consumption record, dead stock register for glassware, chemicals and instruments within individual laboratory, preparation of reagents records, daily laboratory cleaning records, laboratory occupancy with respect of laboratory time table and total hours of occupancy. Central library is well stocked with adequate number of books, journals, periodicals, CD's, digital library, online books and language laboratory as per AICTE standards.. Seminars, guest lectures, workshops, pharma model expo competition, pharma rally, NSS activities, career guidance, coaching related to higher education, campus interview, etc. is organized. Academic meeting is called in the principal office on monthly basis with the agenda discussing plans to foster the overall growth of academics.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

#### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 449.37

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
14	15	17	13	12

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years	
<b>File Description</b>	<b>Document</b>
Details of the new courses introduced	<a href="#">View Document</a>

<b>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</b>
<b>Response:</b> 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.	
Response: 3	
<b>File Description</b>	<b>Document</b>
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>

<b>1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</b>
<b>Response:</b> 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years											
<table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	0	0	0	
2018-19	2017-18	2016-17	2015-16	2014-15							
0	0	0	0	0							
<b>File Description</b>	<b>Document</b>										
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>										

### 1.3 Curriculum Enrichment

<b>1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum</b>
<b>Response:</b>

**Gender issues:** The institute has been conducting different schemes implemented as per the guideline given by Savitribai Phule Pune University under which various programs are organized:

1. Students were made aware of Gender equality and issues related with same by means of showing short films, videos of concern topics in the seminar hall.
2. Hemoglobin, blood pressure and blood glucose parameters were checked for girl students and advised in certain cases.
3. Yoga workshop is conducted by local yoga trainer at the college premises and NSS camp involving ladies staff and girl student.
4. Annual day function and cultural events were also included with such gender related concepts within premises.

#### **Environment and sustainability:**

- Various films and videos related to environment protection, wildlife conservation, energy resources and utilization were shown to students to imbibe the knowledge of the same
- A No Vehicle day is celebrated by the all staff and students.
- Various field trips are organized as a part of Environmental science subject (S. Y. B. Pharm.) which is attended by staff and students with a specialized tour operator to give information of the flora and fauna of the region being visited.
- Environment science projects were allotted to the students on various topics of natural resources, energy, pollution, etc.

#### **Human Values**

- NSS unit of the college has been actively conducting activities like health checkup camp, road cleaning, local village area cleaning, medication awareness and patient counseling, etc.
- We have been actively involved in food donation and financial help related activities to the flood affected people of Sangli, Kolhapur region.
- We are providing food to orphanages every year in Otur village on the occasion of birthday of our Founder and Former President, Late Shri. Vilasrao Tambe saheb.
- Students actively were involved in **Road Safety Abhiyan** organized by our NSS unit.
- We have been providing food material to the warkari people in the Alandi WARI.
- NSS unit and our students have been organized **Swastha Bharat Swachha Bharat Abhiyan** at the local village Dingore, Tal Junnar, Pune.

#### **Professional Ethics**

- Code of Ethics of Pharmacist is displayed and circulated among students and staff.
- Institute is actively involved in various activities of Pharmacy Week celebration covering sports, indoor, outdoor games, cultural events, quizzes, debates, etc every year.
- One day workshop on Intellectual Property Rights and patent filing was conducted to the students and staff.

#### **COURCES IN CURRICULUM:**

CROSS CUTTING ISSUES	COURCES TITLE THAT ADDRESS THE ISSUE	REMARKS
----------------------	--------------------------------------	---------

Gender	Workshop on gender sensitization	Sensitization of staff
Environment & sustainability	Environment science	Taught to B. Pharm f
Human values	Personality development, Communication skills, Interview techniques	Taught to B. Pharmad
Professional ethics	Pharmaceutical jurisprudence	Taught to pharma fin

File Description	Document
Any Additional Information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response:** 10

#### 1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 2

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 81.25

#### 1.3.3.1 Number of students undertaking field projects or internships

Response: 234



File Description	Document
List of students enrolled	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

<p><b>1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise</b></p> <p><b>Response:</b> C. Any 2 of the above</p>	
File Description	Document
Any additional information	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

<p><b>1.4.2 Feedback processes of the institution may be classified as follows:</b></p> <p><b>Response:</b> B. Feedback collected, analysed and action has been taken</p>	
File Description	Document
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 74.54

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
82	80	86	97	69

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
100	106	113	126	111

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per

### applicable reservation policy during the last five years

**Response:** 39.72

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
37	44	42	34	26

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

As the institute is located in rural area students admitted are mostly from surrounding area having rural background which are found weak in English which is the medium of teaching and learning. These students face complexity in understanding and grasping of subject knowledge hence feel inferiority. Such students are encouraged to attend soft skill development programs in order to improve language and other soft skills. Institute practice the mentoring system in which a group of students are monitored by guardian teacher who looks in academic and personal development of the student.

Initially students are evaluated in terms of knowledge and skills by oral questionnaire based on the basic concepts of the subject. Further students are assessed regularly by one to one discussion by faculty during practical hours. Slow learners are also remarked on the basis of class test, internal continuous assessment, sessional marks and oral viva in practical hours.

- Identified slow learners are engaged in extra lecturers where difficult topics are discussed.
- Question bank and course material is provided to the slow learners.
- Previous question papers are solved by the slow learners.
- Remedial classes are conducted for them.
- Assignments are given to them to solve.
- Attendance of slow learners is maintained and monitored.
- Students are made aware about Good Laboratory Practices.
- Explored with hands on training.
- Some questions are given to them based on previously taught syllabus to solve in practical hours.
- Engaged by tutorial classes.

- Counselling students during mentoring session.
- Continuous communication with parents to monitor the student.

**Advanced learners are motivated by:**

- Extra guidance is provided to them by faculty through personal interaction.
- Motivation of the students for improvement in competitive exams for higher studies.
- Conducting practice exam modules of GPAT
- Conducting guest lectures on career guidance and GPAT
- Interacting the students with alumni through alumni association
- Continuous motivational mentoring.
- Assigning seminars, mini projects, extension work related to syllabus topics.
- Providing hands on training on various sophisticated instruments.
- Motivating them to participate in model making competition, poster presentation competition
- Exploring them by involving themselves in health check up camp, field visits and industry visits etc.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**2.2.2 Student - Full time teacher ratio**

**Response:** 18:1

File Description	Document
Any additional information	<a href="#">View Document</a>

**2.2.3 Percentage of differently abled students (Divyangjan) on rolls**

**Response:** 0

**2.2.3.1 Number of differently abled students on rolls**

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.3 Teaching- Learning Process**

**2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences**

**Response:**

The SPCOP institution cinch the use of student centric methodology such as experiential learning, Participative learning and problem solving methodologies in teaching learning process.

Various activities are conducted by institution to make teaching learning process more students centric.

### **EXPERIENTIAL LEARNING:**

Experimental and Collaborative gaining knowledge of is done through sensible periods, assignment guidance and tutorials. Special purpose equipments are available for the students to designing on their projects. The students studying system within the laboratories is monitored on day by day basis. The experimental work of the students is offered for their journal and evaluated via faculty on everyday and lacunas are monitored for the technical talent learning. The institution is providing an opportunity to all students to play a position as a trainer and having a revel in to teach in lecture room. Students also are constantly endorsed to arrange programmes at departmental level. This helps students to improve their knowledge, presentation capabilities and personality improvement. Workshops are prepared to offer palms on revel in. Hands on training is carried out for the B. Pharm Students by all faculties on various sophisticated equipments. All theoretical concepts like Principal, Design & operating of tool have been defined to the students.

### **PARTICIPATIVE LEARNING:**

College makes use of Participative Learning to inspire students in gaining knowledge of learning method. Institution practice for participative mastering like: Group Discussions, Small Group Exercises, Assignments, Quiz, house Project, workshop, seminar, poster presentation, publication and so forth. Students are the primary and foremost stakeholders of the college. The teaching studying system is pupil centric via default and enough area is furnished for that during instructional plan. Learner centric coaching techniques which includes organization work, role play, challenge work, discipline go to, Industrial visits, seminars, displays are employed to make coaching and studying greater effective. Institute organized guest lecturers via eminent personalities to expand the scholars to research on their very own. Visiting faculties drawn from enterprise and educational institutes of reputation complement the coaching manner and provide the information to bridge the distance between industry and academia. The students are instructed to follow the SOP's for handling of instruments. On vital subjects, Interactive lectures with Industry professionals are initiated. Collaborative getting to know: Institute periodically conducts orientation programs / workshops on new pedagogy methods for the students and staff. The institute also has MOUs with the industries, academic institution and research centers for better training in middle fields and bridging the gap between institute and industry.

### **PROBLEM SOLVING METHODOLOGIES:**

For exploring the problem solving methodologies time sure assignments are given with the aid of the respective subject faculty. Course goals and direction effects are designed for every route and communicated to the students. Teacher guarantees the delivery of the lectures for attainment of anticipated mastering consequences. Based on the remarks, teachers adapt adjustments within the delivery of lectures

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 100

#### 2.3.2.1 Number of teachers using ICT

Response: 13

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 18:1

#### 2.3.3.1 Number of mentors

Response: 14

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

Teachers in order to foster the students with updated pharmacy knowledge and skills use different innovative and creative teaching techniques. Various techniques used viz, audio visuals, display charts, 3D models, LCD projector, power point presentation and OHP slides. Regularly teachers are going to conduct student's seminars, class test, library notes, library referencing, etc. Additional research knowledge and related referencing is made available to students through online digital library (K-HUB), national Digital Library (NDL) and use of subscribed scientific journals at national and international level. With the aim to provide pharma industry knowledge to the students various seminars, workshops and guest lectures are being organized within campus by inviting industry experts and senior academicians as resource person. For getting creative ideas from students over the advancement in the various pharmacy tools the institute

organized brain storming state level Pharma Model Expo competition. Various updated and sophisticated instruments demonstration and hands on training is provided periodically once in a semester to the students of all classes. As a part of curriculum under the continuous mode assessment various modules implemented that are helpful to students in the enrichment of versatile knowledge. Different continuous modes planned are library notes, multiple choice questions, assignments, class test, mini research projects and open book test. Industrial training, industrial visits, demonstration, hands on training over the industrial instruments are being provided to the students and teachers to keep them acquainted and familiar to the industry facility. The institute has organized syllabus framing and syllabus orientation workshop within campus for the updation and revision of syllabus under department of pharmacognosy. Conduct of field visits at different places of medicinal plant garden and field workshop of western ghats of Maharashtra comprising medicinal plants to the students and teachers in accordance to enhance the knowledge of medicinal plants and their uses. The initiatives by the department of pharmacognosy are being taken in creating herbarium and repository that helps student to gain the knowledge different parts of the medicinal plants. Under the similar concept of creativity in teaching and learning methods plant of the week is being announced and displayed regularly.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 63.2

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 13.78

#### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	4	3	3	2

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 11.48

#### 2.4.3.1 Total experience of full-time teachers

Response: 183.6

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 6.33

#### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 34.4

#### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years



2018-19	2017-18	2016-17	2015-16	2014-15
10	8	9	8	8

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

#### Response:

The college is affiliated to Savitribai Phule Pune University and follow the Course structure and syllabus pattern set by the university. The examinations are conducted as internal and external (Annual/End Semester) examination. The internal examination consists of sessional examination and internal continuous assessments for theory and practical.

As per annual (2008) pattern the percentage of marks for Internal and annual examination is 20% and 80% respectively for theory and practical. In internal examination three sessional are conducted throughout the academic year. The average of two best performances is send to university which is added in annual examination marks scored by the candidate.

As per the semester (2013) pattern the percentage of marks for Internal and End semester examination is 30% and 70% respectively. An internal examination consist one sessional of 30 marks for each course and end semester examination of 70 marks.

As per Credit and grading based semester system (CGBSS) (2015 Pattern) the percentage of marks for Internal and Semester examination is 40% and 60% respectively for theory and practical as well. The Internal examination consists of Internal Continuous Assessment of 20 marks which include MCQ based test of 10 marks + any one test among open book test, class test, midterm test, seminar, journal/ lecture/ library notes, short quiz, extension work, mini research project for 10 marks and Sessional Examination of 20 marks. An end semester examination is of 60 marks for each course.

In 2018 and 2019 pattern internal and end semester examination is of 25marks and 75marks respectively for core theory course and 15 marks and 35 marks for other theory and practical course. Continuous assessment is as follows.

Theory		
Criteria	Maximum Marks	
Attendance	4	2
Academic Activity (2018 Patt. Av. Of any 3/ 2019 Patt. Av. Of any 2)	3	1.5

Quiz/ Assignment/Open book test/Field Work/Group discussion/seminar )		
Student-Teacher interaction	3	1.5
<b>Total</b>	<b>10</b>	<b>5</b>
<b>Practical</b>		
Attendance	2	
Practical Record, Regular Viva-voce	3	
<b>Total</b>	<b>5</b>	

Before sessional examination the syllabus completion record is filled and approved by authority. Syllabus applicable for theory sessional is displayed on the notice board. Internal periodic examination papers are set by the respective subject teacher(s). The question papers are reviewed by the respective head of department and after revision (if any) are submitted in sealed envelope to the examination department.

University Annual and Semester examinations papers are set by a panel of examiners appointed by University. The question papers are sent online through Question Paper Downloading (QPD) link to the college one hour before the examination.

The assessment and Moderation of Annual and Semester examination answer books of theory course of First, Second, Third and Final year is monitored by University through Central Assessment Program (CAP). An appointment of examiners and moderators for assessment does by University.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

The college is affiliated to Savitribai Phule Pune University (SPPU) and follows the pattern and course structure proposed by SPPU to conduct internal examinations.

#### Assessment of theory examinations:

After conduction of theory sessional answer papers are issued to respective faculty for assessment.

After assessment answer sheets are shown and solutions are discussed with the students.

Query regarding the marks allotted and total of marks is immediately rectified.

Once students satisfied, marks are entered in the mark-sheet and displayed on notice board.

#### Assessment of Practical examinations:

During the regular practical schedule

On the basis of performance of experiment and GLP, marks are allotted.

Viva is conducted in regular practical and marks allotted.

Journals are assessed on regular basis and marks allotted

Total marks for an experiment is calculated and average marks for journal are allotted

Practical sessional examination is conducted as per schedule displayed.

Answer papers are assessed by the respective faculty.

Marks are entered in Mark-sheet and displayed on the notice board.

**Continuous assessments (CA)** (for credit based 2015/2018/2019 pattern).

Course structure provided by SPPU includes various patterns of Continuous Assessment (CA)

Pattern of CA is decided by the examination committee for each subject.

For 2015 Pattern MCQ based test conducted using four question sets.

One test among open book test, class test, midterm test, seminar, journal/ lecture/ library notes, short quiz, extension work, mini research project also conducted.

For 2018 and 2019 pattern CA is as follows.

<b>Theory</b>		
Criteria	Maximum Marks	
Attendance	4	2
Academic Activity (2018 Patt. Av. Of any 3/ 2019 Patt. Av. Of any 2)	3	1.5
Quiz/ Assignment/Open book test/Field Work/Group discussion/seminar )		
Student-Teacher interaction	3	1.5
<b>Total</b>	<b>10</b>	<b>5</b>
<b>Practical</b>		
Attendance	2	
Practical Record, Regular Viva-voce	3	
<b>Total</b>	<b>5</b>	

**Internal assessment of laterally admitted students**

Commencement date for laterally admitted students is delayed due to admission

procedures, as per ARA, these students are attended separately to cover previous syllabus.

In 2013 and 2015 Pattern there is one sessional per semester laterally admitted students attend the sessional with regular students.

In 2018 Pattern as there are two sessional per semester, separate first sessional is conducted for laterally admitted students by drawing separate question papers.

For conduction of CA same pattern is followed for laterally admitted students as that of regular students.

**After conduction of the above mechanism, the procedure followed is:**

The subject teacher enters the marks in the mother register in the exam department.

The mark entry is done before commencement of University theory exams.

The mother register is shown to students for confirmation of marks.

On verification and confirmation by students, the same is countersigned by students.

If students do have any queries, doubts and problems in the mark entry it is rectified and countersigned.

Upon ensuring this, online mark entry is done as per university schedule.

The above Mechanism is followed by college for internal assessment and is hence and robust in terms of frequency and variety.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

**Response:**

For any **internal examination grievances**, following mechanism is followed

1. In case of any grievance, student is asked to submit a written application to examination

department with details about the grievance.

2. Grievance related to subject, is conveyed to subject teacher and is resolved.
3. Any other exam related grievance is dealt by CEO (chief examination officer) and resolved.
4. On verification by student, application is counter signed by teacher and student mentioning the grievance as resolved.

For **university examination related grievances** SPPU has provided **Web-mail** facility, through which college can communicate to Exam-Support system or Exam coordination and the grievances can be rectified. Following mechanism is followed for the rectification.

1. Hand-written signed application from students addressed to exam section, mentioning the grievance is taken (Filling of exam form /photocopy/ revaluation forms, Hall tickets, mark entry, results, marksheet)
2. Within 2 working days, the queries are conveyed to university either telephonically or mail on web mail or letter is sent, enclosing the application of student and necessary documents forwarded through the Principal.
3. On verification, grievance is resolved by University within a week (confirmation either telephonically or mail or receipt of letter).
4. On verification by student, application is countersigned by student, mentioning the grievance as resolved. Thus all the grievances are efficiently resolved within the time deadlines mentioned by the university hence mechanism to deal with examination related grievances is transparent, time-bound and efficient.

File Description	Document	
Any additional information	<a href="#">View Document</a>	
Link for Additional Information	<a href="#">View Document</a>	

#### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

**Response:**

1. Savitribai Phule Pune University declare schedule of examination regarding last date of acceptance of examination form, date of Commencement of examination and probable date of result declaration on the website. Examination department of college prepares the tentative examination schedule according to the university schedule.
2. The tentative schedule of examination for theory and practical is displayed on the notice board.
3. Same schedule is communicated to faculty of the college.
4. Faculty members declare the dates for conduction of the internal continuous assessments
5. Time Table for each examination will be prepared in advance and accordingly an examinations are conducted.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

**Response:**

**Programme outcomes**

**A. Pharmacy Knowledge:** Possess knowledge and comprehension of the core and basic knowledge associated with the profession of pharmacy, including biomedical sciences; pharmaceutical sciences; behavioural, social, and administrative pharmacy sciences; and manufacturing practices.

**B. Planning Abilities:** Demonstrate effective planning abilities including time management, resource management, delegation skills and organizational skills. Develop and implement plans and organize work to meet deadlines.

**C. Problem analysis:** Utilize the principles of scientific enquiry, thinking analytically, clearly and critically, while solving problems and making decisions during daily practice. Find, analyze, evaluate and apply information systematically and shall make defensible decisions.

**D. Modern tool usage:** Learn, select, and apply appropriate methods and procedures, resources, and modern pharmacy-related computing tools with an understanding of the limitations.

**E. Leadership skills:** Understand and consider the human reaction to change, motivation issues, leadership and team-building when planning changes required for fulfilment of practice, professional and societal responsibilities. Assume participatory roles as responsible citizens or leadership roles when appropriate to facilitate improvement in health and wellbeing.

**F. Professional Identity:** Understand, analyse and communicate the value of their professional roles in society (e.g. health care professionals, promoters of health, educators, managers, employers, employees).

**G. Pharmaceutical Ethics:** Honour personal values and apply ethical principles in professional and social contexts. Demonstrate behaviour that recognizes cultural and personal variability in values, communication and lifestyles. Use ethical frameworks; apply ethical principles while making decisions and take responsibility for the outcomes associated with the decisions.

**H. Communication:** Communicate effectively with the pharmacy community and with society at large, such as, being able to comprehend and write effective reports, make effective presentations and documentation, and give and receive clear instructions.

**I. The Pharmacist and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety and legal issues and the consequent responsibilities relevant to the professional pharmacy practice.

**J. Environment and sustainability:** Understand the impact of the professional pharmacy solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

**K. Life-long learning:** Recognize the need for and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change. Self access and use feedback effectively from others to identify learning needs and to satisfy these needs on an ongoing basis.

### **Programme Specific Outcomes**

1. The graduates are able to acquire adequate knowledge and scientific information regarding basic principles of Pharmaceutical & Medicinal Chemistry, Pharmaceutics including Cosmeticology, Pharmacology, Pharmacognosy including herbal medicines.
2. The graduates are required to acquire in depth knowledge of formulation, quality assurance and storage of various pharmaceutical dosage forms including herbal medicines.
3. The graduates are also able to understand the concept of community pharmacy and be able to participate in health care programmes.
4. The graduates are also able to gain knowledge of Product detailing, marketing, distribution and selling of pharmaceutical products.

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

#### Attainment of Course Outcomes

As per the curriculum prescribed by Savitribai Phule Pune University, Pune, weightage of end semester exam marks and internal exam marks were considered, and it was decided to calculate the CO attainments as 75% weightage to the University term end examination and 25% weightage to the Internal Examination. **(For curriculum 2018 Pattern)**  $75\% \text{ of } 3 + 25\% \text{ of } 3 = 2.25 + 0.75 = 3$

As per the curriculum prescribed by Savitribai Phule Pune University, Pune, weightage of end semester exam marks and internal exam marks were considered, and it was decided to calculate the CO attainments as 60% weightage to the University Term End Examination and 40% weightage to the Internal Examination. **(For Curriculum 2015 Pattern)**

$$60\% \text{ of } 3 + 40\% \text{ of } 3 = 1.8 + 1.2 = 3$$

As per the curriculum prescribed by Savitribai Phule Pune University, Pune, weightage of end semester exam marks and internal exam marks were considered, and it was decided to calculate the CO attainments as 70% weightage to the University term end examination and 30% weightage to the Internal Examination. **(For curriculum 2013 Pattern)**

$$70\% \text{ of } 3 + 30\% \text{ of } 3 = 2.1 + 0.9 = 3$$

As per the curriculum prescribed by Savitribai Phule Pune University, Pune, weightage of end semester exam marks and internal exam marks were considered, and it was decided to calculate the CO attainments as 80% weightage to the University Term End Examination and 20% weightage to the Internal Examination. **(For Curriculum 2008 Pattern)**

$$80\% \text{ of } 3 + 20\% \text{ of } 3 = 2.4 + 0.6 = 3$$

As the University does not provide average or median marks, we have set 50% percentage marks as the target level for theory courses and practical courses.

- 1.If 60% of students have obtained marks above target then the level is considered as low level 1.
- 2.If 70% of students have obtained marks above target then the level is considered as medium level 2.
- 3.If 80% of students have obtained marks above target then the level is considered as high level 3.



## Attainment of Program Outcomes

PO attainment level will be based on attainment levels of direct assessment and indirect assessment.

It is assumed that while deciding on the overall attainment level, 80% weightage may be given to direct assessment and 20% weightage to indirect assessment through surveys from students (largely), employers (to some extent).

### Direct Attainment Tools

1. First continuous assessment tools (Quiz/open book/ assignment/ library notes/ extension work/ class test etc.)
2. Second continuous assessment tool (multiple choice/ objective type question paper)
3. Sessional/ Periodic exam
4. End semester exam

### Indirect Attainment Tools

1. Graduate Exit Survey
2. Alumni Survey
3. Employer's Survey
4. Professional Social Activity
5. Guest Lecture
6. Students Projects
7. Co-curricular Activity
8. Extra-curricular Activity
9. Hands on Training
10. Industrial Visit
11. Student Council

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students

**Response:** 98.41

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 62

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 63

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.36

NAAC

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of project and grant details	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 43.75

3.1.2.1 Number of teachers recognised as research guides

Response: 2

File Description	Document
Any additional information	<a href="#">View Document</a>

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0.44

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 5

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 79

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Funding agency website URL	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

Today the buzzword for industry is innovation, the innovations are to be not only important but also these should be inclusive. The colleges are hubs for innovative thinking minds and it is important to nourish them and provide ideal environment to incubate their ideas. At Sharadchandra Pawar College of Pharmacy we try to promote the industrious thinking amongst the students through

- Incubation of ideas.
- Entrepreneurship development cell.
- Research advisory committee.

We try to provide the skills of students through development of skill sets needed for successful in industry and entrepreneurship alike. The training and placement cell organizes regular training sessions on personality development, communication skills to make the students understand how to present and express themselves. The experts from industry are invited to update their technical knowledge and latest happenings in industry. Efforts are undertaken to make them aware about the importance of Intellectual property rights (IPR) & Patent filing through lectures from experts Dr. Sanchita Tewari & Mr. Prabhakar Sharma were invited as resource person.

We also promote the research environment through the 'Research Advisory Committee' (RAC) of our college which consists of Principal and senior members from each discipline of pharmaceutical sciences. RAC monitors and motivates students for participation in various research competitions such as model making competitions, oral and poster presentation competitions. We had also conducted a state level Pharma Model Expo to promote scientific attitude among budding young students, this exhibition was one of its kind. SPCOP has organized a state level two days workshop on 'Assessment of Medicinal and Aromatic Plants in Western Ghats of Maharashtra', sponsored by Savitribai Phule Pune University. Last but not the least we had been "Entrepreneurship Development Cell" is very useful for conducting the activities to enhance the skill set of students. The cell has conducted entrepreneurship awareness programmes such as PGDM, MBA, Pharmacovigilance and Drug Regulatory Affairs for all B. Pharm students. Also expert talks from eminent Pharma professionals and skill development workshops were organized.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 9

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	1	1	1

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

**3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**

**Response:** Yes

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**

**Response:** No

File Description	Document
e- copies of the letters of awards	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.3 Number of Ph.D.s awarded per teacher during the last five years

**Response:** 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 1

#### File Description

#### Document

List of PhD scholars and their details like name of the guide , title of thesis, year of award etc

[View Document](#)

### 3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

**Response:** 5.51

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

#### File Description

#### Document

List of research papers by title, author, department, name and year of publication

[View Document](#)

Any additional information

[View Document](#)

### 3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Response:** 0.25

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	0	0	0

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

##### Response:

Sharadchandra Pawar College of pharmacy is related to varied social activities in encompassing space. Through NSS, per annum we've got been conducting Health check up camps with a blood group and Hemoglobin. At a same period of time college has conducted Swachha Bharat Abhiyan at Dumberwadi. Our institute NSS students had participated in rally organized by Government on the occasion of "Mahatma Gandhi Jayanti" 28 september to 2nd October 2016. In order to spread awareness about road safety, "Road Safety Abhiyan" was organized by NSS unit of the institute during 30 September to 31 September 2016. Since 2016, our NSS unit has adopted a village, named Dingore ; Taluka- Junnar, District-Pune and is carrying out various activities like cleaning of village, Yoga sessions, discussions on social topic with villagers, free health checkup camp, street plays on drug addiction, rally on the theme of "Save Girl". The major activity in camp was cleaning and Patient counseling. The institute has organized "Woman's Grievance Redressal and Student Grievance Redressal program Associated with Nirbhaya pathak police Department". On the Occasion of 70th birth anniversary of Shikshan Maharshi Late. Vilasrao Tambe sir. Shri gajanan maharaj shikshan prasarak mandal,s under all institute has organize "Eye check up Camp" on 2nd September 2017. Our institute students and other pharmacy college Student had participated in Pharma Model Expo organized by GMSPM's SPCOP on the occasion of "Pharmacy Day" 25 September 2017. Since 2018 our NSS unit adopted a village (Kolwadi) in collaboration with two other colleges namely as Dyaneshwar Gramonnati mandal Hon.Balasaheb Jadhav Arts commerce and Science college, Ale and VIPER college of Pharmacy, Ale and is carrying out various activities like cleaning, construction of Bandhara on surrounding area of Dyaneshwar Maharaj Samadhi Mandir, Discussion or seminar on snack bits. For Kolhapur flood rehabilitation, our all staff were contributed their one day salary to government of Maharashtra. Students had participated in rally organized by International Pharmaceutical Federation on the occasion of "World Pharmacy Day" on 25 September 2019. The theme of the program was Safe and effective medicine for all

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response: 6**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years**

**Response: 6**

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	3	0	0

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids**



### Awareness, Gender Issue, etc. during the last five years

**Response:** 46.24

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
80	100	220	235	0

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.5 Collaboration

**3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Response:** 8

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	2	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other**

**Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 15**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The sprawling college campus at Dumbarwadi , Otur, Pune. is spread over an area of over 5.00 Acres which includes 5669 sq meters of built up area & 0.5 acres of open space for garden and sports facilities. The teaching- learning process is facilitated in 4 class rooms, 2 tutorial rooms, 12 specialized laboratories, 01 computer centers with high speed Internet connectivity, a seminar room, conference room, an auditorium and a fully spacious library. The entire college campus is Wi-Fi enabled.. The construction of a new academic block has been completed and the teaching has started in new building.

**Library**

library has constructed on second floor of the institute. There are separate sections is available in library such as Administrator and book issue section, reading section, reference section, journal section, E-Library including ERP, e-book, e-journal, C.D, refer book, thesis and 3D animation. All the books are segregated subject wise and shelved in the properly labeled cupboards. All the books are given accession number and bar coding. The reference books and books for issue-return are stored separately. Library is well stocked with books, titles and journals as well as electronic resources such as Bentham Science Pharmacy, K-Hub for use of students and faculty. The library has a very good collection of books; periodicals and journals. At present library has books worth Rs. 40 Lakhs which includes valuable titles from the various subjects like Quality assurance, Pharmaceutics , Analytical Chemistry, Pharmaceutical chemistry, Biochemistry, BioTechnology, Microbiology, Pharmacognosy, Pharmacology, Pathology, Anatomy &Physiology, Physical Pharmacy. Library has reprographic facility to all users. Daily news papers in Marathi and English.

**Computer Lab**

The institute has very well equipped Computer laboratory with unrestricted internet access with bandwidth 32 Mbps is made available for students to refer the online resources for curricular and co-curricular needs. Moreover, all the computers in departments are well equipped with computers, printers, and internet facilities. Separate computing and internet facility like Wi-Fi connection and LAN connection is made available for all staff and at ground floor for M.Pharm Students.

**Animal House**

Institution has a well ventilated animal house and has build-up area of 75 sq mt and is maintained in accordance with CPCSEA guidelines. Different sections are constructed in animal house as per the CPCSEA guidelines viz. instruction room, quarantine section, store room, surgical room, Breeding Section, Animal stock room, experimental room and Cleaning area. Institutional Animal Ethical Committee is formed according to CPCSEA guidelines to monitor the learning and research activities. CPCSEA has approved the animal house facility for experimentation as well as for breeding experimental animals(Reg.no.: **1197/PO/C/08/CPCSEA** -under The Committee for the Purpose of Control and

Supervision of Experiments on Animals (CPCSEA) is a statutory Committee, which is established under Chapter 4, Section 15(1) of the Prevention of Cruelty to Animals Act 1960.

### Chemical Store

The centralized Chemical store is divided into separate sections for acids, solid chemicals and inflammable solvents. From chemical store, required glassware and chemicals are distributed to respective departments as per their requisitions and maintain the record.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities

##### Response:

Extracurricular activities are important in overall development of students. Institute organizes the sports and cultural programs to motivate the students to participate in various sports activities in institute and intercollegiate level events. Besides providing basic facilities, the institution also offers flexibility in academic schedules to the students representing the institution at various events. The followings facilities are available for the students:

**Sport and Outdoor Games:** The institute has huge and well maintained playgrounds for outdoor events like cricket, volley ball and throw ball.

**Indoor games:** The institute has provided the facilities for indoor games like Table Tennis, Chess, Carom, Badminton etc.

**Gymnasium:** In order to motivate the students, institute has provided the gymnasium facility such as Yoga, Meditation; multipurpose gymnasium hall is available for students.

**Cultural activity:** Institute has activity hall for organizing cultural days. Students are promoted to participate in various cultural activities like Fresher's Programme, Ganesh festival celebration etc. The institute provides open space pendol for organizing Annual social gathering.

Sr. No.	Facilities	Activities	Area/Size
1	Sports ground for outer games	Cricket, Volleyball, Throw ball	10000 sq m
2	Indoor games	Carom, Chess, Table Tennis	97.19 sq m
3	Indoor games (Sport Complex)	Badminton	170 sq m

4	Open space pendol	Annual Social Gathering	400 sq m
<b>File Description</b>		<b>Document</b>	
Any additional information		<a href="#">View Document</a>	
Link for Additional Information		<a href="#">View Document</a>	

**4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc**

**Response: 100**

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

<b>File Description</b>	<b>Document</b>
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
any additional information	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

**4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**

**Response: 27.65**

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
40	32	3.50	5.50	15

<b>File Description</b>	<b>Document</b>
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

#### Response:

Library is well organized and stocked with books, titles, national and international journals as well as electronic resources such as e-journals, e-books from K-Hub for use of students, research scholars and faculty. There are separate sections of library such as administrator area, book issue section, reading & reference section, journal section and e-Library. All the books are segregated subject wise and shelved in the properly labeled cupboards. All the books are given accession number, the reference books and books for issue-return are stored separately. The latest volumes and issues of the subscribed journals are displayed in library in journals section. Old volumes and issues of the journals are hard bound every year and well labeled. The Library staff always encourages and motivates students and staff to join the national knowledge network by way of registration on National Digital Library (<https://ndl.iitkgp.ac.in/>) to get access to enormous and variety of digitized information and literature.

#### Library Services:

1. Computerized Library: Library is equipped with library automation software. It provides facility of book search with title or author wise. The cataloging & monitoring of issue-return is important attribute.
2. Reference Service: This section is open from 9:30 a.m. to 5:30 p.m. except on Sunday. It has a copy of all the books procured by the library and it is for use within the library only.
3. Borrowing Service: This section has a collection of all the textbooks and back volumes of periodicals.
4. Subscription of e-books and e-journals from K-Hub.
5. The database of E books, old thesis from our college is separately maintained for student's reference.
6. Library is installed with Integrated Library Management System for smooth working of library that includes accessioning, issue return, data generation and stock verification. Name of software provider: MasterSoft ERP Solutions Pvt. Ltd.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

#### Response:

Library has good collection of rare books. The books that are with limited edition, early printing, historical

interest etc. can be considered as rare books. The rare books will help all the stakeholders of the college to keep on value addition with reference to moral values, performance related contents, technical insights related reading material. There are number of other books of very old edition like Encyclopedia of pharmaceutical Technology vol.1, What everyone should know about patent, The Merck Manual, Automation and Validation of Information in pharmaceutical processing, Glycogen synthase kinase 3 (GSK 3) and Inhibitors and many others.

The published manuscripts database serve an important role for the guidance related to literature search, planning and execution of research and development activities for the PG and research scholars. The books published by staff members are well stacked and separately made available for the reference of all the users.

The special reports comprises viz. Different country's official drug formularies, Pharmacopoeias, World Health Organization's reports, different pharmaceutical bulletins and acts. Under the knowledge resource library keeps the reading materials covering spiritual, intellectual, inspirational, motivating, success stories, significance of Positive thinking etc. and also we have made available the PG thesis of our PG research scholars and in the form of soft copies.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**Response:** D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 2.03

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR

in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
5.25	3.25	0.72	0.02	0.25

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

Response: 5.59

##### 4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 10

File Description	Document
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

College is committed to provide and update information technology (IT) facilities, access to required internet contents with network security. College has separate IT person which look after the overall maintenance of IT facilities by means of System Administrator.



### **Information Security**

College is providing the security, privacy, confidentiality and full integrity of all the information, assets, data through AMC services. Every computer has been configured through secured user login id and password to ensure the security of the data and the information. The users are responsible for sharing the data with authorized users as and when need arises.

### **Network Security**

Quick heal Total Security Antivirus package prevents access to data from any unauthorized outside person through internet or through intranet. All the staff, Students and stakeholders have access to all the journals and e learning resources, database and websites except a few which do not come under purview of e-learning resources through secured IP address. (Details are given in additional information, table 4.3.1)

### **Risk Management**

College has established the centralized data backup centre to recover the data in case of any incidences like crashing the system, any disaster as and when required to recover the data and information. Individual departments are also encouraged to save their data on pen drive, hard disks, DVDs, CDs and separate PC for backup only. Access to some of the unrequired and unwanted websites e.g. social networking websites are restricted.

### **Software Asset Management**

The college has outsourced the Annual Maintenance Contract for all the hardware and have subscribed Quick Heal total security antivirus package, Microsoft Campus License Agreement for the software. Piracy is strictly discouraged and domain protection is enabled for installation of any software. (Details are given in additional information, table 4.3.2)

### **Open Source Resources**

The college through its IT Cell does focus and encourage the proactive use of open source products, some specialized useful applications including operating systems and fosters an easy access to adapt and to install open source solutions and thereby keeping IT related expenditure at the lowest possible.

### **Green Computing**

The college is committed to upkeep and maintain the environment by using efficient low power consuming IT products viz. Use of LCD monitors, screen saver, use of latest desktop PCs, Laptops of latest configuration which consume less power supply, regular maintenance and IT up keeping through outsourcing AMC for all PCs, and disposing all IT wastes in an ecofriendly manner. (Details are given in additional information, table 4.3.3 and 4.3.4)

### **LAN Facility**

The college has a structured LAN and internet network facility. Network is in 3 tier architecture,

comprising of the Core, Distribution & Access. All the end users/workstations are connected through 100 base ports. All the LAN attached users are connecting to the Access Switch Based on the VLAN & Security Policies associated to them as mentioned above. (Details are given in additional information, table 4.3.5)

32 Mbps 1:1 Broad Band Connection from Gazon Communication of Sai Digital Internet Service Provider.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio

**Response:** 32:5

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**Response:** 20-35 MBPS

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support

**facilities excluding salary component, as a percentage during the last five years**

**Response:** 82.54

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
74.23	56.37	59.94	36.33	42.02

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Response:**

Maintenance department of college is handed over to Office Superintendent; it is taken care of by Office Superintendent and the respective departments. Each department is assigned the responsibility providing and maintaining the common facilities which includes all the common amenities and support systems such as water, electricity, carpentry, plumbing, internet and securities.

In every department one of the staff members is assigned as a lab incharge to supervise the laboratories, equipments and its maintenance. The demonstration of working and maintenance of every new instrument or equipment is arranged for faculty and supporting staff whereas use of sophisticated instruments and their maintenance is done under the supervision of in charge. The sensitive equipments are placed in air-conditioned central instrument room. Staff and students are instructed to follow standard operating procedures strictly during uses of instrument. Log book is maintained for all instrument/equipment to monitor the usage.

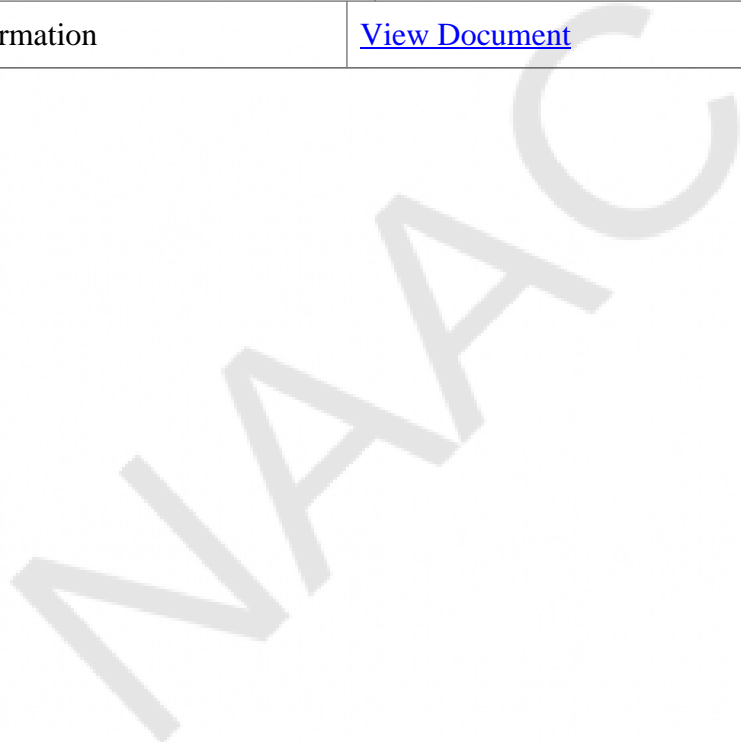
In Library, all the books are given accession number. The books are segregated subject wise. The old books are identified and properly bound to prevent further damage to the books. Entry register for staff and students is kept in the library. The Library room is cleaned every day by the sweepers.

All the computers in the premises are monitored and maintained from time-to-time by the full time system analyst. All the computers and printers in the institute are checked for maintenance of systems and software every month. Antiviruses are installed on the computer to protect from virus, firewall system is provided by campus to monitor the appropriate use of internet. The software updates, ICT tool and internet related problems are resolved from the respective service providers.

The class rooms are kept neat and tidy on daily basis. The fans, electrical fixtures, LCD projectors are maintained by the electrician available in college. The working of Central Processing Unit (CPU) in the seminar hall also monitored and taken care of by the computer technician.

Annual Maintenance Contract (AMC) have been made to check, inspect and resolve the issues related to water coolers, aqua guard water purifiers, printers and major sophisticated equipments.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>



## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 63.26

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
141	135	179	188	196

#### File Description

#### Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

Any additional information

[View Document](#)

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 0.15

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

#### File Description

#### Document

Any additional information

[View Document](#)

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

**Response:** B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 61.05

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
248	240	125	120	100

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response:** 74.9

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 27

#### 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
13	21	21	10	24

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 45.12

#### 5.2.2.1 Number of outgoing students progressing to higher education

Response: 23

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

**Response:** 10

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	1	7	1	0

#### 5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
40	15	35	12	9

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>



### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 2

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution**

**Response:**

The Institute has a dynamic 'Student Council' and representation of students on various academic and administrative committees. Students play a key role under the guidance of staff in initiating, planning and executing various co-curricular, extra-curricular and extension activities in the Institute. It helps in developing qualities required in the competent management professionals like – planning, organizing, communication, direction, motivation, control, teamwork, leadership.

**The details of student council and representation of students on various committees is given below.**

**1) Student Council/Gymkhana Committee:** Sharadchandra Pawar College of Pharmacy has well defined structure of Student council as per public University act 2016 under section 99(3). The student council actively participates in extracurricular and co-curricular activities and is involved in college working committees. Extracurricular activities like Sports, Cultural, Annual Fest and National Service Scheme and Co-curricular activities like workshops, conferences and professional activities like, Pharmacist Day celebration is conducted by Student council.

**2) College Development Committee:** It is formed as per the guidelines of Amended University Ordinance 2016. The Committee plays key role in overall development of the Institute. There are student representatives on this committee.

**3) Magazine Committee:** This committee is responsible for editing and publication of the Magazine, and Management Brochure of the Institute every year. This is a platform created to encourage and develop the creative literature writing skills of the students.

**4) Training & Placement Committee:** Placement Committee works for internships and final placements of the students. The committee members are involved in organizing interviews at campus. The committee members take active part in organizing Aptitude Tests, Mock GD & PI sessions for students.

**5) Alumni Committee:** Students in this committee are involved in the all types of communications with the pass out students of SPCOP & their association.

**6) National Service Scheme Committee (NSS):** The students are actively involved in organizing various extension activities like – Tree Plantation, Swachh Bharat Abhiyan, Blood Donation Camp, Health Check-up Camps etc. These activities sensitize students towards social issues and inculcate sense of social responsibility among them.

**7) Internal Complaints Committee / Women Development Cell:** The Institute has formed ICC /Women Development Cell in which students are involved to resolve all types of women grievances.

**8) Anti-Ragging Committee:** In this Committee students are participated to monitor any type of misbehaviour of senior students with newcomers.

**9) Grievance Redressal Committee:** Institute has formed this committee to resolve all types of student grievances like college facilities, Exam, Academic or any deficiency in the premises.

**10) Environmental Club:** In this Students are involved in various activities like environmental tour, plastic collection, solid, liquid & e-waste disposal, tree plantation.

**11) Educational Tour Committee:** This Committee is responsible for organizing Industrial tour, Animal house visit trip, Industrial training etc.

The students who participate in organizing various activities are appreciated for their commendable efforts by giving certificates. The participation of students in various committees and activities enrich their experience and develop personality.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution

**level per year**

**Response:** 36

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Response:**

The Institute has active Alumni functional committee as well as Alumni registered Committee. It represents dynamic, talented, versatile and energetic network of Alumni of the Institute. Students who completed B. Pharm. or M. Pharm. from college are eligible as a member of the Alumni Committee. Alumni of the Institute are working in highly reputed organizations at good positions and contributing towards the success of their organizations. Some of the Alumni have become successful entrepreneurs and started their own enterprise. Alumni Association of the Institute includes alumni working at higher positions in reputed corporate organizations and successful entrepreneurs.

The Alumni Association is significantly contributing for the development of the Institute in manifold ways.

1. Alumni Association Meetings: The Alumni Association meetings are organized every year. During these meetings, the Institute's faculty members make the alumni aware about the activities and achievements of the Institute. The alumni share their experiences in the corporate world and provide valuable suggestions for improving quality of education.

2. Alumni Meet: The Institute along with Alumni Association members organizes 'Alumni meet' every year. Alumni Meet provides a classic opportunity for alumni to share their corporate experiences with present students and have refreshing interaction with friends and faculty members. Alumni become nostalgic, revisit the golden memories of the almamater, and enjoy the euphoria of the meet.

3.Participation of Alumni in Co-curricular, Extra-curricular and Extension Activities of the Institute:  
Alumni contribute in various activities of the Institute like – Experience sharing in Induction & Orientation Programs, Expert Sessions, Workshops, helping in organizing Industrial Visits, Entrepreneurship Development, Judges for various cultural and sports activities, supporting extension activities. All these activities lead to development of holistic personality and enhancing employability and entrepreneurial abilities of the students.

4.Support in Placement Activities: Alumni contribute significantly in supporting placement activities. The strong and wide network of alumni support in the form of offering Internships & Final Placements. Alumni provide their own reference and information about job openings to enable students to get their dream job. The contribution of alumni in career development of the students is laudable.

5.Feedback from Alumni and Employers: The Institute collects feedback from alumni and employers. The suggestions given by alumni and employers help in improving quality of education.

6. Fianancial Support

Overall, the contribution of Alumni Association in development of the Institute is commendable.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years(INR in Lakhs)

Response: <1 Lakh

File Description	Document
Any additional information	<a href="#">View Document</a>
Alumni association audited statements	<a href="#">View Document</a>

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

##### 5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

NAAC

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

The institution has established the vision and mission through a consultative process involving internal and external stakeholders. Consideration of the future scope of the program and the societal requirements are shown below.

**Step 1:** Vision and Mission of the institute are taken as an origin.

**Step 2:** Views are taken from stakeholders of the Department such as industry, management, parents and professional bodies

**Step 3:** The accepted views are analyzed and reviewed to check the consistency with the vision and mission of the institute

##### Vision Statement:

“To develop a center for academic excellence and get recognized globally in the field of value-added based pharmaceutical education building competent pharmacist imparting quality pharmacy education to them”.

##### Mission Statement:

“To ensure achieving of the potential and growing needs of higher technical education, inspiring pharmacy students from both rural and urban areas with updated technologies, methodologies, well acquainted knowledge and training skill-sets, serving needs of pharmacy discipline and society in future”. A brief statement of mission mentioned here is applied to the B. Pharmacy program. A few important keywords are identified and defined in order to formulate program educational objectives (PEOs).

- a) **International standards, M1:** To produce qualified and competent pharmacists of international standards through outcome-based and self-learning strategies.
- b) **Pharmacists of highest caliber, M2:** To promote innovation-oriented and problem-based research capabilities in the young pharmacists to foster the progress of the society.
- c) **Upholding human values, M3:** To inculcate strong ethical values and good professional behavior, so as to adapt and absorb emerging changes in the field of pharmacy.

The Governing Body is the Supreme Body responsible for the management of the Institution. Its function shall include the following:

1. Finance Committee

2. Equipment Committee
3. Building Committee
4. Staff Selection Committee
5. Academic Committee
6. Internal Quality Assurance Cell (IQAC)
7. College Development Committee (CDC)
8. Women Development Cell
9. Student Grievance Redressal

**Institutional Policies:**

- Development of infra structure & its renovation with the discussion of governing body and committee members
- Academic concern like time table, academic calendar, number of holidays, number of leaves, vacation period etc. are monitored by the academic advisory members and program committee.
- Admission process to be discussed as per government policies by the Principal and management council.
- Purchase of chemicals, Glassware's, Equipments, instruments, stationary, etc. through equipment and purchase committee.
- Tentative budget allocation for all types of purchase as per discussion in the members of purchase and finance committee
- New recruitment for teaching, non-teaching and supportive staff in accordance with recruitment policies.
- Cultural, co-curricular and extra-curricular committee make plan regarding activities to be conducted in the respective academic year.
- Budget regarding affiliation fees is being sanctioned every year.
- Plan of new proposals for funding agencies like BCUD, AICTE, DST, DBT, ICMR, AYUSH etc and discussion on earlier sanctioned proposals.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**6.1.2 The institution practices decentralization and participative management**

**Response:**

Institute delegates with autonomy to the head of the departments and various coordinators to work towards improved decentralized governance system in the following way:

1. The Principal appoints heads of the department to execute various quality policies.
2. The coordinators of the various important bodies such as NSS, Training and placement, Research and development etc. work independently and report directly to the Principal.
3. Examination committee, grievances and anti-ragging committee, IQAC Cell, Training & Placement Committee, Hostel Committee, work independently in decentralized manner and report directly to the Principal.
4. Senior and qualified faculty is appointed as Head of the Department. The respective heads are given freedom in framing, executing and fulfilling departmental policies.
5. The respective heads in consultation with departmental colleagues can finalize laboratory requirements and suggests future plans for development/ expansion.

**Participative management:**

The institute believes in participative management involving majority of its stakeholders

**1. External Representation:**

Following Institutional Committees have External Representation:

1. Institutional Animal Ethical Committee (IAEC)
2. Anti-ragging Committee
3. Internal Complaint committee/ Women's Development Cell
4. Internal Quality Assurance Cell (IQAC)
5. College development Committee

**2. Students Representation:**

Following Institutional Committees have Students Representation:

1. Students Council
2. Hostel Committee
3. Anti-ragging Committee



4. Internal Complaint committee
5. IQAC
6. Alumni Committee
7. Grievance Redressal Committee
8. Institutional Magazine Committee

### 3. Parents Representation:

Following Institutional Committees have Parent Representation

- a. IQAC
- b. Anti-ragging Committee
- c. Parent feedback
- d. Institutional Vision and Mission

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

The perspective plan for the academic year 2015- 2020 was prepared and approved by academic monitoring committee now (Internal Quality Assurance Cell). The prepared perspective plan contains various activities for the improvement like academic robust

#### 1. TEACHING LEARNING PROCESS:

- To develop and identified new teaching learning pedagogy.
- Introduce new experiments through Hands on Training to the B. Pharmacy students.
- Innovative practices for overall improvement of result.

#### 2. RESEARCH EFFORTS:

- Develop a plan to grow new and existing research activities.
- Provide financial support to attend workshop, seminars and training program along with research presentation in conferences.

### 3. FINANCE AND INFRASTRUCTURE:

- To gain more research funding from government agencies
- To develop a huge infrastructure for fulfillment of need

### 4. FACULTY DEVELOPMENT:

- The portfolio has created and office order according to the portfolio have been issued to the respective staff.
- According to the job responsibility, objective, policies of each portfolio are defined. The staff should submit the job accomplishment at the end of every academic year.
- To achieve the objectives of perspective plan IQAC is the most important motivating force.

### 4. GOVERNANCE:

- Plan to shift for e-governance through ERP, WIFI Campus, security set up for good governance.
- Recommend to increase support staff for smoother and effective working.

### 5. STUDENT WELFARE:

- For overall development of students and generate skilled and technical manpower through various activity like, mentoring, counseling creating social awareness, promoting for extracurricular activity.

We will make an effort to achieve maximum of intended outcome of prepared perspective plan through these strong mechanism.

File Description	Document
Any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

##### Response:

The Principal of the institution shall be the member secretary of the governing body. The constitution is so

prescribed that collective wisdom of the members of the society, government officials of the affiliating body and expert members are available for smooth running of the institution.

### **Powers and Functions of Governing Body**

To form the following Sub-Committees and consider the recommendations made by them:

1. Finance Committee
2. Equipment Committee
3. Building Committee
4. Staff Selection Committee
5. Academic Committee
6. Internal Quality Assurance Cell (IQAC)

1. The Meeting of Governing body shall be called twice in a year.
2. The Principal Secretary shoulders the responsibility to finalize the date and agenda of meeting and communicate the same to the constitutional members.
3. The agenda of meeting should cover points mentioned

- Development of Infra Structure & Renovation
- Admission process to be discussed as per government policies
- Purchase of chemicals, Glasswares, Equipments, instruments, stationary, printing jobs, maintenance, Xerox Machine, LCD projector, Generator, Power Backup, Furniture etc.
- Tentative budget allocated and finalize for all types of purchase
- Different vendors to be finalized for respective purchase
- New recruitment for teaching and non-teaching staff to be discussed
- Planning regarding curricular and co-curricular activities
- Budget to be sanctioned for affiliation fees
- Discussion regarding different committees to be held in the academic year
- Plan of new proposals for funding agencies like BCUD, AICTE, DST, DBT, ICMR, AYUSH etc

5. Brief focus on minutes of previous meetings at a glance by the committee members and feed by principal secretary

6. The Principal Secretary will be responsible for taking follow up and execution of plan discussed in the meeting

### **Promotional Policies**

#### **• FOR TEACHING STAFF**

1. Evaluation Criteria for Teaching Staff is framed on the basis of Yearly academic performance appraisal that covers following parameters as like

- Teaching Performance
- Result Analysis (Sessional & University)
- Research Publication
- Funds Raised
- Outside Participation
- Organisation of events
- Administrative Responsibilities
- Duties assigned in campus
- Punctuality of Work
- Curricular & Co-curricular Involvement

1. Performance Appraisal Report will be validated by the Principal Office

2. Internal Promotions

- Respective Staff will be promoted for the post on the basis of additional qualification like Ph.D. & Relevant Professional Experience
- Promotional Rewards, Awards and Incentives will be honored by the Institution to the respective staff for their achievements.

• **FOR NON TEACHING STAFF**

Promotions for Non-Teaching Staff are on the following basis

1. Nature of Work
2. Attitude towards staff and students
3. Punctuality of their work
4. Behavior in the working premises
5. Completion of work within time period assigned
6. Maintenance of hygienic conditions in the allocated areas of work
7. Performance of work related to outside and other duties assigned
8. Performance evaluation committee will be constituted involving three staff members as Principal, Academic In-charge, Office Superintendent and recommendation reports decides promotions and awards thereof

Grievance redressal and women grievance work separately

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**6.2.3 Implementation of e-governance in areas of operation**

- 1. Planning and Development**
- 2. Administration**

- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

**Response:** C. Any 3 of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>

#### **6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

**Response:**

We at SGMSPM's Sharadchandra Pawar College of Pharmacy, Otur, have a strong control for functioning of institute through different bodies like, Local Governing Body, Local Management Committee and Internal Quality Assurance Cell. All these committees are represented by the management, teaching and non teaching staff. All the decisions taken in the meeting and resolutions are the important for the smooth and effective functioning of the institute.

- We have forwarded the proposal to start NSS unite at our institute on dated 23-07-2016 as per their deadline the proposal was put forth in the LMC on 13-08-2016. The proposal was resolved by SPPU on 01-09-2016 and the first activity under NSS unit was conducted as adopting the Dingore village.
- In the IQAC meeting on dated 05-11-2016, A plan for activities in association with the industry alumni and guest lectures by industry experts for industry - institute interaction through alumni co-coordinator and the same resolution passed unanimously and implemented thereafter as a part of curriculum.
- Water proofing of new building is required to be done so that it can be utilized for UG and PG programs was discussed in the GB meeting held on 13-08-2016. The accomplishment of the same has been done. The water proofing and its finishing work like, coloring, electricity for academic requirement completed and started its utilization from 18-01-2018.
- Demand for Lockers, sanitary napkin vending machine and incinerator in girls common room is proposed in Internal Complaint Committee (ICC) on dated 02-07-2018. Installation of locker system in girls common room is fulfilled on 13-04-2019 meeting. The fulfillment and installation of vending machine in girls common room on dated 05-09-2019.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

#### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

**Response:**

Following Welfare measures are provided for Teaching and Non-teaching staff

- 1.The institute offers promotive, healthy, research oriented and supportive professional work environment to its faculty.
- 2.Institute provides necessary infrastructure and facilities to undertake research work
- 3.Duty leave and financial assistance is provided to staff participating in outside scientific session.
- 4.Various appreciation awards, recognition and felicitation is provided to the faculty securing professional achievements.
- 5.Free transport facility is provided to the teaching and non-teaching staff
- 6.Maternity leave is allowed for women faculty

Teaching Staff	Non- Teaching
Casual Leave	Casual Leave
Duty Leave	Duty Leave
Employer Provident Fund (EPF)	Employer Provident Fund (EPF)
Maternity Leave	Maternity Leave
Service Book	Service Book
Group Insurance	Group Insurance
Free Transport	Free Transport
Canteen	Canteen
Credit Society Benefits to Enrolled Employees	Credit Society Benefits to Enrolled Employees
Compensatory Off	Compensatory Off

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 30.46

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	03	03	01	03

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 4.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**

**Response:** 11.36

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	0	0	0	0

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff**

**Response:**

The college has a transparent performance appraisal system for teaching and non teaching staff. Appraisal is conducted at the end of every academic year. Student's feedback is taken twice a year and on that basis individual score is issued to teaching staff thereafter. According to portfolios office orders to be given to every teaching staff member at the beginning of the year and job accomplishment of which is submitted by them at the end of year. Job responsibilities of non teaching staff are also defined. On the basis of students feedback and completion of delegated work, appraisals, decisions regarding their annual increment, promotions and confirmation for permanent employment are taken and conveyed accordingly. The teaching and non teaching staff gives the review of the tasks completed in the previous academic year by means of Appraisal forms given to them. The appraisal form for teaching staff consists of two parts i.e. General information and academic performance indicators. The academic performance indicators include a comprehensive formation about

1. Teaching, Learning & Evaluation related activities, Institutional responsibilities & Student development and Extension activities.
2. Curricular and extracurricular and administrative activities.
3. Research, Publications and academic contributions.
4. Official conduct.



5. Any other information.

**For Non Teaching Staff Appraisal Parameters Include**

1. Punctuality.
2. Accuracy & Speed of work.
3. Ability to take up additional workload.
4. Integrity and character.
5. Interaction with colleagues & students.
6. General performance assessment.
7. HODs Remarks

File Description	Document
Any additional information	<a href="#">View Document</a>

**6.4 Financial Management and Resource Mobilization**

**6.4.1 Institution conducts internal and external financial audits regularly**

**Response:**

The Institution has an efficient mechanism of internal and external auditing in accordance with the auditing standards generally accepted in India. The accounts and procedures of internal control of finance are carried out by the head of the accounts team on a day to day basis and an annual audit is done by the statutory auditor. The audit of accounts and submission of income tax returns are being carried out regularly each year. The accounts of the College are audited regularly as per the Government rules by competent and registered C.A.s (Chartered Accountants). The external auditor conducts statutory audits at the end of the financial year. Books of accounts are prepared as per statutory requirements. The Balance sheet and Income and Expenditure account referred in agreement with books of account are submitted to the auditor. The auditor ensures the evidence supporting the amounts, disclosures in financial statements, accounting principles used and significant estimates made by management. After the audit, the report is sent to the Management for review.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

**Response:** 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

#### File Description

#### Document

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

The institution has taken necessary steps for resource mobilization. The major heads of funds mobilization includes tuition fees, research grants and grants to conduct developmental activities. Conversely, the institution is having a proficient and effective mechanism for utilization of available financial resources. The tentative budget of college for each financial year is finalized by respective heads of each department, library and office and submitted to the Principal. Consequently, The same budget is forwarded to the management for approval through principal. The approved budget is allocated to different departments for purchases. According to the requirement given in budget, purchase requirement of equipments, chemicals, glassware's or other major items is prepared and requisition is submitted to purchase committee which is headed by the Principal. Purchase Committee invites quotations from various suppliers. The quotations submitted by suppliers are evaluated, comparative statement is prepared, suppliers are called for personal discussion and after comparing all aspects from various suppliers, orders are placed. The college also receives financial assistance and support as funding through the SPPU and AICTE for development of infrastructure, library up gradation, seminar and workshop purchase of equipments, research and development and academic activities and funds granted are utilized as per their guidelines. The utilized grants are audited regularly as per the Government rules by competent and registered C.A.s (Chartered Accountants). The college has Decentralized administration to utilize the funds allocated in different heads such as (National service Scheme, personality development, Minor research project, Seminars) providing financial support and release of fund for scholarship disbursement to students who needs financial assistance. Management and institution encourage and motivate the faculties to apply for research grant to various funding agencies. The members of faculty are promoted to take-up various industries and organizations. This helps to train the research scholars, effective teaching and good research publications. Audited statement and utilization statement are submitted to the concerned after the completion of the event. Every financial transaction is recorded. All procedures and dealings are computerized.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

#### Response:

IQAC was established in the year 2016 and formally constituted with the goals to promote the measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. Also aim to develop a system for conscious, consistent and catalytic action to improve the academic and administrative activity of the institution.

The best practices institutionalized under IQAC are as below

#### 01 Academic Advisory Committee

It has been constituted and comprising of academic in-charge, HOD's of concern department, class in-charge and Principal Chairman. The member's works efficiently and with consistent efforts to enhanced teaching learning related activities. At the start of every academic year newly admitted students are made familiar with the academic curriculum, examination pattern, institutional facilities, curricular, extracurricular activities and introduction to available faculty via conduct of induction program. Parent meet is being held with the aim to ask suggestions from the parents and to communicate the progress report of the student that helps in resolving the concern issues within time. It includes framing and display of academic time table, consultation and allotment of workload among teachers, designing and circulation of academic calendar. Monitoring of regular classes for conduct of theory and practical, filing of teaching plan for theory, practical and tutorials from individual teacher, syllabus completion and sessional syllabus display records, preparation of academic file adhering to the index recommended by the academic advisory committee. The committee supervises smooth conduct of continuous assessment, internal sessional examination and external university examinations with respect to the plan of academic calendar. The committee advises to the respective class in-charge to monitor the student attendance on monthly basis and cumulative student attendance before university examination. The institution has taken efforts to promote the B. pharmacy final year students for M. pharmacy course through in-house conduct of series of GPAT examination practice on weekly basis. In accordance to inculcate innovative practice among the student and teachers the committee recommends to conduct soft skill development, pharma model expo, industry expert lectures, seminars and workshops on innovative topics. Mentor:Mentee system, guardian teachers and feedback system on various designed parameters ensures resolving student related and stakeholder problems in timely manner.

#### 02. Decentralization of Administrative Work

Organizational structure framed inform of hierarchical organogram exploring decentralization of administrative system of the institution. Initiatives and efforts of the institution to form portfolio describing

decentralization of the role and responsibilities of individual teacher as member of various administrative committee at each level. Basic objective of the practice is to promote all the teachers and students with decision making and problem solving ability in timely manner. This practice supports smooth and sound conduct of curriculum and enhances quality in academic performance. Accomplishment of the work at the end of every academic year pertains accountability and habitual documentary evidence.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

#### Response:

Institutional IQAC has been established as per norms with predefined goals strategies and functions. The basic objective of the IQAC is to act as a nodal agency of the institution coordinating quality enhancement activities involving adoption and dissemination of best practices. IQAC members take reviews on teaching learning process, administrative and committees on portfolio, feedback response at the level of internal and external stakeholders. There is frequent and periodical monitoring of mentor mentee system, examination result analysis. Periodic review on student attendance by the academic monitoring committee and check over the completion of syllabus as prescribed by the university. There is alternative adjustment of teachers for the workload of teacher on leave. Defaulter students in attendance are identified and displayed on notice board and counselling is being carried out. During parent meet students' progress report is discussed and parents were asked for the suggestions for the further enhancement of quality. Decentralized administrative committee members maintain activity records as in form of minutes of meeting reviewed by the IQAC.

Accomplishment of the performed work is been filed at the end of every academic year supporting enhancement in the quality of the work. Students at the UG level are encouraged to admissions at the PG course by conduct of seminars and guest lectures focusing higher education opportunities. Continuous monitoring of laboratory related work including records like deadstock, lab issue, daily consumption, maintenance, breakage and fine, lab occupancy and lab workload, laboratory charts, equipment list and overall budget of the individual laboratory. Curricular and Extracurricular committee conducts and take reviews on various activities and its schedule.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 3.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

**6.5.4 Quality assurance initiatives of the institution include:**

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

**Response:** C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

**6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)**

**Response:**

**Before constitution of IQAC good governance in the institution was made as per following**

1. Decentralization of administrative work and routine activity

2. Academic monitoring committee, Examination committee, Library committee, curricular and extracurricular committee.
3. Academic related activities were filed in form of lab job book, green sheet student's attendance and academic file.

**IQAC was formed in the year of 2016 to take initiatives and monitor quality improvement activities.**

1. Steering committee comprising portfolio of various administrative levels with assigned roles and responsibilities and its accomplishment.
2. Governing body, local managing committee, college development committee, finance and purchase committee, training and placement committee, research and development committee, governs and monitor over the respective activities.
3. Antiragging committee, student grievance redressal cell, women's development and internal complaints committee supports the students activities.
4. Annual maintenance charges have been paid and maintained file for the maintenance and proper utilization of sophisticated instruments from respective vendors.

All the activities in relation with the quality enhancement are made habitual for accountability and documentary evidence.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 12

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	2	4	1

File Description	Document
Report of the event	<a href="#">View Document</a>
List of gender equity promotion programs organized by the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

Gender sensitization presides over gender sensitivity, the modification of behaviour by raising awareness of gender equality concerns. Gender sensitization may be seen as "the awareness informed propensity to behave in a manner which is sensitive to gender justice and gender equality issues."

There are some ways through which the college shows gender sensitivity by providing necessary facilities and undertaking appropriate initiatives and sensitisation programmes. Improving student profile through inclusive practices towards gender and social sensitization by organizing meetings, seminars, workshops and social events providing a platform of equal opportunity and co-existence. Orientation programme for fresh graduates and introduce them to the new higher education environment and help them cope from school life to a life of responsible adulthood.

College provides different safety and security facilities in the campus. College corridors, library and office premises are under CCTV vigilance. Fire extinguishers are mounted in all laboratories for safety purpose.

Napkin Vending machine & incinerator are available in girls common room.

Personalized Mentorship and counselling programs that give support and trust towards progression to higher education and placement. Personal counselling is done with all students by their respective mentors to solve all types of problems.

There are different grievance committees like Anti Ragging Committee, Grievances Redressal Committee, Internal Complaints Committee which help the students to resolve their issues where equal opportunity is given to boys and girls.

Emergency telephone numbers of hospitals, blood bank, fire brigade, police station, ambulance and antiragging toll free numbers are displayed prominently in the premises. Each class has female and male class representative to coordinate between teachers and students. College has 24 hrs security guards in the campus to keep check on trespassers. Entry is allowed inside the campus against valid identity cards. Ladystaff members also accompany the students during educational tours, industrial visits, NSS camp, field trips to ensure safety and security of female students.

We have mentor system to understand and solve students' issues. Each staff member is assigned as mentor for fixed number of students. Monthly meetings are conducted to counsel the mentees. The objective of personal counselling is to understand the issues which a student may hesitate to speak communally. College has separate common rooms for boys and girls with required facilities like lockers, sitting arrangement, attached washroom etc. There is a sick room for the students in case of medical discomfort.

To promote the awareness of gender equity, college regularly organizes various competitions like rangoli and poster making, etc with related themes. Student council department organizes various programs related to women health and welfare like yoga sessions and lectures, self defence training, haemoglobin check-up etc.

Every year NSS unit organizes a special camp of seven days in the particular village where students interact with villagers. Local speakers are invited to talk on topics related to women empowerment and gender equality.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 35.77

#### 7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

**Response:** 3464



7.1.3.2 Total annual power requirement (in KWH)	
Response: 9684	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

<b>7.1.4 Percentage of annual lighting power requirements met through LED bulbs</b>	
<b>Response: 100</b>	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 1800	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 1800	
File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<p><b>7.1.5 Waste Management steps including:</b></p> <ul style="list-style-type: none"> <li>• <b>Solid waste management</b></li> <li>• <b>Liquid waste management</b></li> <li>• <b>E-waste management</b></li> </ul> <p><b>Response:</b></p> <p>For any <b>internal examination grievances</b>, following mechanism is followed</p> <ol style="list-style-type: none"> <li>1. In case of any grievance, student is asked to submit a written application to examination department with details about the grievance.</li> <li>2. Grievance related to subject, is conveyed to subject teacher and is resolved.</li> <li>3. Any other exam related grievance is dealt by CEO (chief examination officer) and</li> </ol>
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resolved.

4. On verification by student, application is counter signed by teacher and student mentioning the grievance as resolved.

For **university examination related grievances** SPPU has provided **Web-mail** facility, through which college can communicate to Exam-Support system or Exam coordination and the grievances can be rectified. Following mechanism is followed for the rectification.

1. Hand-written signed application from students addressed to exam section, mentioning the grievance is taken (Filling of exam form /photocopy/ revaluation forms, Hall tickets, mark entry, results, marksheet)
2. Within 2 working days, the queries are conveyed to university either telephonically or mail on web mail or letter is sent, enclosing the application of student and necessary documents forwarded through the Principal.
3. On verification, grievance is resolved by University within a week (confirmation either telephonically or mail or receipt of letter).
4. On verification by student, application is countersigned by student, mentioning the grievance as resolved. Thus all the grievances are efficiently resolved within the time deadlines mentioned by the university hence mechanism to deal with examination related grievances is transparent, time-bound and efficient.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.6 Rain water harvesting structures and utilization in the campus

**Response:**

Water is our most precious natural resource and something that most of us take for granted. We are now increasingly becoming aware of the importance of water to our survival and its limited supply. The harvesting of rainwater simply involves the collection of water from surfaces on which rain falls, and subsequently storing this water for later use.

The institute building has installed the rain water harvesting by incorporating in to the architecture plan. The water was collected from the rooftop by using down pipes and discharged in the ground as well as in recharge pits near to borewell. The aim of the of the rainwater harvesting system is to percolate the rainwater in to soil. All the downpipes cleaned and inspected regularly for general maintenance. Maintenance ensures that the cleaning of downpipes for removal of dirt, leaves and other accumulated materials.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### Response:

The College supports green practices in all its initiatives. It has well-defined policies for its sustainable green practices which include its energy conservation policy, water conservation policy, transport policy, the SMART and Green campus policy and many such policies and practices that inculcate the importance of conserving the present for the future generations. Towards the same some of the practices include -

**Students, staff using Bicycles** – The staff and students are encouraged to use bicycles and students residing in the hostels of the college are discouraged from having automobiles and live on campus.

**Public Transport** –The college provides fleet of buses to the students for travel from campus to the public places or their residential places at scheduled timings. The college is easily accessible by public transport like bus. College celebrates 22nd September as ‘No Vehicle Day’ which is also known as World Car Free Day. On this students & staff prefer public transport.

**Pedestrian friendly roads** – All roads are paved and landscaped and are pedestrian friendly.

**Plastic-free campus** – College always take efforts on keeping awareness between staff and students to maintain plastic free campus. Plastic waste is collected separately and handed over to M/S Kuldeep

plastic& e- waste management for recycling purpose.

**Paperless office** – The utilization of papers for administrative purposes is minimised and e-communications are encouraged. Institute promotes paperless communication via emails, SMS, WhatsApp, students notice display on SMART TV to reduce usage of paper. We prefer back to back printing and use of one side printed papers for rough work.

**Green landscaping with trees and plants** – College itself is surrounded by green mountains of Sahyadri hill ranges. Though the campus is beautifully landscaped with aesthetic and green environment. The college has done ample tree plantation throughout the campus to reduce atmospheric pollution and keep the air in the campus fresh and clean. We undertake tree plantation drives on world environment day.

The Green campus committee ensures that the above principles are strictly complied with and provides feedback to the college on its efforts and the future directions.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 10.8

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
10.07	5.98	8.31	5.34	5.29

File Description	Document
Green audit report	<a href="#">View Document</a>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

#### 1. Physical facilities

2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

**Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

#### 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

**Response:** 55

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	4	1	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

**Response:** 40

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	2	0

File Description	Document
Report of the event	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.12

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** No

File Description	Document
Any additional information	<a href="#">View Document</a>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

#### 7.1.13 Display of core values in the institution and on its website

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 41

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
9	8	9	8	7

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**

Every year along with the National festivals, the birth anniversaries and death anniversaries of various great Indian Personalities, Heroes and Leaders are celebrated. The Sharadchandra Pawar College of Pharmacy strongly believes that unless the present generation of youth are not sensitized about the significance of the festivals of our secular country and the sacrifices which great men and women of this country have made for uplifting their countrymen the students will not be able to understand their responsibility to the nation. To build a nation of youth who are noble in their attitude and morally responsible, the College organizes the national festivals and birth/death anniversaries of Great Indian personalities so as to inculcate in the students and staff, besides the society and also to remind us about:

The unity which India has in its diversity that serves as the melting pot of cultures, religion, and ethnicity and develops qualities of tolerance and understanding amongst students. The sacrifices which great leaders and personalities like Mahatma Gandhi, Jawaharlal Nehru, Bhagat Singh, Swami Vivekananda, Maulana Abul Kalam Azad, Dr. APJ Abdul Kalam and others have made to make India for what it stands for – a Democracy that is developing and setting example to the rest of the world that a country in a short span of 70 years can achieve self-reliance and economic stability.

The SPCOP Observes the Following Days Regularly through out the year...

26th January- Republic Day

12th January - National Youth Day - Swami Vivekananda

19th February- Shiv Jayanti

28th February - National Science Day - Sir C V Raman

23rd March - Shaheed Diwas - Bhagat Singh

21st June - International Day of Yoga

15th August- Independence Day

5th September - Teachers Day - Dr.Sarvepalli Radhakrishnan

25th September - World Pharmacists Day

2nd October - Gandhi Jayanthi

11th November - National Education Day - Maulana Abul Kalam Azad

These activities are organized by staff and students of the College by initiating many of the activities like motivational speeches, lectures, book stalls, Swacchata Abhiyan, visit at GMRT Narayangaon Science Exhibition, Awareness Programmes.



File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

#### Response:

SGMSPM's Sharadchandra Pawar College of Pharmacy takes seriously its responsibility to abide by the laws and regulations of the statutory and regulatory bodies. The college make sure that complete transparency for all the stakeholder through institutional website regarding the information about concern financial transactions, documentation and other reports pertaining to the proper utilization of funds for the research and other projects. The college finance committee closely observed the fund allocation and utilization by ensuring its authenticity, accuracy and exactness of transaction. Fees collected in the form of cheque, demand draft, online transfer or in cash sometimes. All the annual report and annual audit reports are displayed on the college website.

The college make an effort to be open in its academic and administrative policies. All the rules, regulations and administrative policies are share with the stakeholders and declared in the parent meet to maintain transparency. All the circular and related information are made available to the students and parents for maintaining transparency.

All the students Council Committee will actively participate in all the decisions related to them and about the college of the various events at the college including scientific, sports and cultural programmes.

All the stakeholder like, the teaching, non teaching staff member, students, parents and alumni are well aware about the goals and objectives of the institute. The recruitment and promotional policies of the staff is carried out by established rules and regulations as per the norms of Savitribai Phule University, Pune. The important information's made available to its stakeholders is done through the notice issued by Principal office . The information send stakeholders through SMS and telephonic communication.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

#### Response:

The SPCOP College is practicing manynumbers of best practices regularly. Among which college will consider only the following best two practices so as to improve the functioning of academic and administrative system to achieve better educational objectives.

## 1. Academic Monitoring:

The main objective of this practice is to monitor and check over the regular academic related activities like designing and implementation of time table, academic calendar, distribution of workload, preparation of teaching plan for theory and practical, alternate workload adjustment, sessional syllabus display and syllabus completion records, maintaining of daily and monthly student's attendance, checking of result analysis, mentoring system, feedback system, conduct of continuous assessment, performance appraisal of teaching and non-teaching staff, compilation of individual academic file records. The practice aim to monitor overall teaching learning process effectively and ensuring of students are getting updated pharmacy knowledge and development of skills among them to sustain in the global competitive pharma field.

## 2. Decentralization of Administrative System

One of the best practices of the institutes is decentralization of administrative system by framing robust hierarchical organization structure with predefined and planned roles and responsibilities at each administrative level. Basic objective of the practice is to promote involvement and encouragement of individual faculty and students with decision making and problem solving ability. Ultimately it has helped to enhanced democracy and resolution of problems in timely manner achieving better outcomes. It becomes habitual in pertaining accountability and keeping documentary evidence maximizing performance and smoothening of educational system.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

#### Response:

The institution is always aimed to implement quality initiatives and improved performance of the curriculum and related activities. Continuous monitoring and evaluation of quality assessment by student centric process and providing updated pharmacy knowledge and industrial skills to the student. Developing and implementing the procedures in the institution that disseminate procedure and mechanism towards academic administrative and financial excellence against benchmark of higher standard.

Various possible efforts are made in teaching learning process and implementation of designed time table, academic calendar, teachers workload allotment, syllabus completion, student monthly attendance, students green sheet record, laboratory job book are compiled in the academic file at the end of every semester. The institution have three number of digital classrooms provided with the LCD projector and LAN facility.

Hands on training of sophisticated instrument is demonstrated to students for smooth handling and operation of the respective instrument independently as per SOPs. Regular academic performance of the students is promoted by implementation of the continuous mode assessment in different modules like, library notes, multiple choice question, assignments, mini research projects, seminars, class test, etc.

Slow learners students are identified commonly for each class by the examination department and academic monitoring committee however extra efforts as remedial classes are being taken to improve the performance of such students. It's a regular practice to provide question bank, university question paper, study notes that makes easy to prepare for the sessional and university examination.

Result analyses of individual classes are measure by the examination department and top scorers are displayed on notice board and felicitated occasionally. Least score candidate and failures are discussed about the reason and causes behind failure, whereas necessary corrective measures are taken for improving their performance.

Teachers are advised to used updated and advanced teaching learning methods that includes pictorial graphical admitted teaching, power point presentation, slide shows, OHP, Online videos, CDs, online notes, e-books, e-journals, digital library and advance teaching tools are emphasize.

The MoUs signed between institute, research center and hospital helps to outreach and extension activities for students. Collaboration between the institution made easy for the exchange of faculty and transfer of new ideas among themselves.

enterprise resource planning (ERP) implementation in the regular curriculum has helped in the monitoring and check over various activities including, student attendance, students result analysis, library access, student bonafide, students fees payment, teachers leave, and alternative adjustment, conduct of theory and practical classes, academic time table, academic calendar, examination schedule, library management and accession.

Teachers are encouraged to organized and attend various seminars, workshop, conference, guest lectures, in campus. Outside participation of teachers is reimbursed and assisted financially promoted teachers.

The institute takes various efforts in providing coaching and guidance in relation to the competitive examination, higher education studies, job opportunities and job opportunities. GPAT test series has been started on weekly basis by the active involvement of the concern subject teachers.

In accordance to improve the student communication institute has conducted and signed MoUs with Visshwa Solutions Pvt Ltd. pune that emphasize on English communication, soft skill enhancement, personality development and interview techniques.

National Service Scheme NSS unit of the institution conduct various activities at the social level includes swatch bharambhayan, health checkup camp, road safety abhiyan, awareness of self-medication, adverse effects of drug abuse, alcohol addiction, etc.

Extracurricular activities performed in the tenure of pharma week celebration are collage, nail painting, face painting, salad decoration, traditional and western activities, dance, musical events, fashion show, one act play, comedy, drama with active participation of students.

Institute has organized alumni meet with major participation of alumina and conduct of their lectures guiding present students and sharing experiences. Parent meet organized by the institution for regular students and newly admitted students with the aim to discuss student progress report and ask their valuable suggestion for the overall growth of the institution.

The institution promotes teachers to forward proposals for funding under various bodies like, AICTE-RPS and MODROB, AYUSH, BCUD and ASPIRE. Teachers have received grants under various research projects and QIP programs.

Feedback system regarding faculty, institutional facilities, curriculum, alumina, graduate exit, employer and parent feedback on regular interval. The summary and analysis of individual feedback report generates a score index on the basis of which various actions are being taken and appreciation and counseling letter are being provided to the concern teachers. Mentor mentee system and guardian teachers help to review on the students related problems and grievances also to resolve the same at the same level.

By considering thrust areas of our institution and achieving the vision and mission we propose plan to give more emphasis on generation of more and more projects funds from different funding agencies, organizing of campus interview by inviting various pharmaceutical companies within premises, enhancement of research activity in term of research publications, scientific presentation and filing patents. In accordance to promote the social awareness and social responsibility of the institution we have planned to conduct different activities at the social level as health checkup camp, eye checkup, bone density giving more emphasis on women health related parameters.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

Shri Gajanan Maharaj Shikshan Prasarak Mandal's (SGMSPM's) was established on 09th August 1990 by Mr. Vilas Tambe an Educationalist with the aim to promote noble cause of education. SGMSPM's was started as a small school, blossomed into a set of Educational Institute for quality education, ranging from the pre-primary to Post-Graduate colleges. These institutions deal with various branches with full-fledged education and training facilities in the field of Pharmacy, Engineering, Management, Primary, Secondary, and Higher Secondary Institutions. The Sharadchandra Pawar College of Pharmacy, Otur is equidistant to remote localities of Pune, Mumbai, Ahmednagar and Nashik having all the basic amenities like, hostel, seminar hall, canteen, playground and many more. Aim of the institution is to foster the pharmacy education in the rural area supporting the healthcare system by means of competent and budding pharmacists. Institute offers the under graduate and post graduate in the pharmacy. B. Pharmacy course has admission capacity 60 and post graduate courses offered the specialization in Pharmaceutics and Quality Assurance Techniques. The institute have healthy working environment with trained and qualified faculty with highly sophisticated instruments.

### **Concluding Remarks :**

SGMSPM's Sharadchandra Pawar College of Pharmacy, Otur started in 2004 with the aim of to foster the pharmacy education in the rural area supporting the healthcare system by blooming competent and budding pharmacists. Institute works under the visionary leadership of Prof. (Dr.) Ganesh Y. Dama and constant support of management. The institute is having permanent affiliation to savitribai phule pune university (SPPU). We are in pipeline to be received 2(b) and 12(f) recognition from university grant commission. The faculty consistently exploring newer frontier of the knowledge to build the quality pharmacist along with self-upgradation The institute provided proper resources like, classroom, well equipped laboratories, computer laboratory, library and medicinal plant garden for the smooth conduct of educational program. To achieve the vision and mission and quality policy of the institution we consistently scale up of infrastructure with respect to purchase of instruments and physical facilities goes hand in hand. The institutes follow the curriculum created by SPPU and recommend the upgradation of the same as and when required. Our highly qualified and experienced faculty conducts additional activities to fill the gap that might be left. All the students are get enough exposure to attending the seminars, workshops, conferences, Pharma Expo Model competition, poster presentation, debates, quizzes, sports tournaments. The institute organized various program for career guidance, personality development, brain storming sessions, competitive exams for the overall personality of our budding pharmacist. Well plan teaching learning practices along with research activities, provide the necessary impetus, in building future pharmacist in the global market. The SPCOP, Otur will always committed to excellence in all the aspect of pharmacy education.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years                      Answer before DVV Verification : 10                      Answer after DVV Verification: 2</p> <p>Remark : Input edited because DVV will consider value added courses with at-least 30 hrs of contact.</p>																				
1.4.1	<p>Structured feedback received from</p> <p>1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus- Semester wise/ year-wise                      Answer before DVV Verification : B.Any 3 of the above                      Answer After DVV Verification: C. Any 2 of the above                      Remark : HEI input edited as per documents given by HEI.</p>																				
2.1.3	<p>Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p> <p>2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years                      Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>32</td> <td>38</td> <td>23</td> <td>28</td> <td>22</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>37</td> <td>44</td> <td>42</td> <td>34</td> <td>26</td> </tr> </tbody> </table> <p>Remark : HEI input edited as per consolidated document given by HEI.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	32	38	23	28	22	2018-19	2017-18	2016-17	2015-16	2014-15	37	44	42	34	26
2018-19	2017-18	2016-17	2015-16	2014-15																	
32	38	23	28	22																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
37	44	42	34	26																	
2.3.2	<p>Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</p> <p>2.3.2.1. Number of teachers using ICT                      Answer before DVV Verification : 16                      Answer after DVV Verification: 13</p> <p>Remark : HEI input edited as per document given by HEI.</p>																				

2.3.3	<p>Ratio of students to mentor for academic and stress related issues</p> <p>2.3.3.1. Number of mentors                      Answer before DVV Verification : 16                      Answer after DVV Verification: 14</p> <p>Remark : HEI input edited as per document given by HEI.</p>																				
2.4.2	<p>Average percentage of full time teachers with Ph.D. during the last five years</p> <p>2.4.2.1. Number of full time teachers with Ph.D. year-wise during the last five years                      Answer before DVV Verification:</p> <table border="1" data-bbox="308 629 1046 763"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>2</td> <td>2</td> <td>2</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 842 1046 976"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>4</td> <td>3</td> <td>3</td> <td>2</td> </tr> </tbody> </table> <p>Remark : 1)HEI input edited as per document given by HEI.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	4	2	2	2	1	2018-19	2017-18	2016-17	2015-16	2014-15	5	4	3	3	2
2018-19	2017-18	2016-17	2015-16	2014-15																	
4	2	2	2	1																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
5	4	3	3	2																	
2.4.4	<p>Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years</p> <p>2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years                      Answer before DVV Verification:</p> <table border="1" data-bbox="308 1335 1046 1469"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1547 1046 1682"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : HEI input edited because DVV will consider awards from State, National, International level from Government, recognised bodies.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	1	0	0	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	0	1	0	0																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	0	0	0	0																	
3.1.2	<p>Percentage of teachers recognised as research guides at present</p> <p>3.1.2.1. Number of teachers recognised as research guides                      Answer before DVV Verification : 7                      Answer after DVV Verification: 2</p>																				

	<p>Remark : Input edited as per given document by HEI.</p>																				
3.1.3	<p>Number of research projects per teacher funded, by government and non-government agencies, during the last five year</p> <p>3.1.3.1. Number of research projects funded by government and non-government agencies during the last five years                      Answer before DVV Verification : 7                      Answer after DVV Verification: 5</p> <p>3.1.3.2. Number of full time teachers worked in the institution during the last 5 years                      Answer before DVV Verification : 79                      Answer after DVV Verification: 79</p> <p>Remark : HEI input edited as per document given by HEI.</p>																				
3.3.2	<p>The institution provides incentives to teachers who receive state, national and international recognition/awards</p> <p>Answer before DVV Verification : Yes                      Answer After DVV Verification: No</p> <p>Remark : HEI input edited because E-copies of the letters of incentives to the awardees and Policy Document not provided by HEI.</p>																				
3.3.4	<p>Number of research papers per teacher in the Journals notified on UGC website during the last five years</p> <p>3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>24</td> <td>20</td> <td>13</td> <td>12</td> <td>18</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : HEI input edited because DVV will Consider only UGC approved Journals.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	24	20	13	12	18	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
24	20	13	12	18																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	0	0	0	0																	
3.3.5	<p>Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years</p> <p>3.3.5.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15															
2018-19	2017-18	2016-17	2015-16	2014-15																	



3	1	0	0	0
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Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	0	0	0

Remark : HEI input edited as per document given by HEI.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	4	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : HEI input because DVV will consider awards and recognition received for extension activities from Government /recognised bodies.

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	1	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	2	0	0

Remark : HEI input edited as per given document by HEI.

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with

ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	3	2	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	0	0	0

Remark : HEI input edited as per given document by HEI and DVV will not consider data mentioned in metric id 3.5.1

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: D. Any 1 of the above

Remark : HEI input because DVV will consider only E-copy of letter of subscription/ membership. K-hub will not consider.

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5.62	3.54	0.72	0.02	0.25

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5.25	3.25	0.72	0.02	0.25

Remark : 1)HEI input edited as per data template given by HEI. 2)HVV consider only Library Committee meetings for allocation of fund and utilization of fund. 3)For purchase of books and journals highlighted extract of expenditure is not given.

4.2.6 Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year  
 Answer before DVV Verification : 17  
 Answer after DVV Verification: 10

Remark : HEI input edited because per day usage of library only given. Students data is not given.

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Answer before DVV Verification : Yes  
 Answer After DVV Verification: No  
 Remark : HEI input edited as per HEI clarification.

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	1	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : HEI input edited as per given document by HEI.

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development

4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

Answer before DVV Verification : A. 7 or more of the above

Answer After DVV Verification: B. Any 6 of the above

Remark : HEI input edited because data for Bridge courses not provided by HEI.

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

5.1.5.1. Number of students attending VET year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
281	237	174	198	128

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : HEI input edited because DVV will consider only programs which are of a duration of three months or more.

5.2.2 Percentage of student progression to higher education (previous graduating batch)

5.2.2.1. Number of outgoing students progressing to higher education

Answer before DVV Verification : 37

Answer after DVV Verification: 23

Remark : HEI input edited as per document given by HEI.

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : HEI input edited because DVV will consider only national / international level sports/cultural activities.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
36	35	39	38	32

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

Remark : HEI input because DVV will not consider split activities for single event.

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

Answer before DVV Verification : A. All 5 of the above

Answer After DVV Verification: C. Any 3 of the above

Remark : 1) HEI input edited as per document given by HEI. 2) Required documents like annual e-governance report approved by Governing Council/ Board of Management/ Syndicate and policy document not provided by HEI.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

6.3.2.1. Number of teachers provided with financial support to attend conferences / workshops and

towards membership fee of professional bodies year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
11	05	04	01	03

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
7	03	03	01	03

Remark : HEI input edited as per data template given by HEI.

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

6.3.3.1. Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
6	4	7	4	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : HEI input because DVV will not consider one day program

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	3	1	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
4	0	0	0	0

Remark : HEI input edited because DVV will consider only Orientation Program, Refresher Course, Short Term Course, Faculty Development Program.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year  
 6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	4	2	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

Answer before DVV Verification : A. Any 4 of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : 1)HEI input edited because DVV will not consider data for recent year.

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

Answer before DVV Verification : B. At least 6 of the above  
 Answer After DVV Verification: C. At least 4 of the above  
 Remark : HEI input edited as per document given by HEI.

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
14	14	15	8	4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	4	1	0	0

Remark : 1)HEI input edited because DVV will consider initiatives to address locational advantages and disadvantages only. 2)NSS and NCC will not consider.

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
11	11	12	5	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	2	0

Remark : 1)HEI input edited because DVV will consider initiatives taken to engage with and contribute to local community only. 2)NSS and NCC will not consider.

7.1.12 Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : HEI input edited because web-Link to the relevant documents at Institution website and report on the student attributes facilitated by the Institution are not given by HEI.



## 2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 3 Answer after DVV Verification : 75
2.1	Total number of classrooms and seminar halls Answer before DVV Verification : 5 Answer after DVV Verification : 7

NAAC